

FEDERAL BUREAU OF INVESTIGATION
FOI/PA
DELETED PAGE INFORMATION SHEET
FOI/PA# 1346539-0

Total Deleted Page(s) = 23

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BULPLANS- EMERGENCY HEADQUARTERS FOR S.O.G. 66-17381
SUBJECT FILE NO.

FOLLOWING SERIALS REMOVED FROM FILE AND
DESTROYED IN ACCORDANCE WITH AUTHORITY
CONTAINED IN 66-17380-1717

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2697 thru 2698

DATE _____

INITIALS _____

10/3/69 #10

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 02-18-2011 BY 60324 uc baw/sab/cl

Tolson _____
 Mohr _____
 Parsons _____
 Belmont _____
 Callahan _____
 DeLoach _____
 Malone _____
 McGuire _____
 Rosen _____
 Tamm _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Ingram _____
 Gandy _____

TO : A. H. Belmont

DATE: November 25, 1960

FROM : S. B. Donahoe

1 - Belmont 1 - L'Allier
 1 - Donahoe 1 - Mooney
 1 - Branigan 1 - Huelskamp

SUBJECT: DEFENSE PLANS - RELOCATION
 NATIONALITIES INTELLIGENCE SECTION

Rememo. from Defense Plans Coordinator 1/12/60 pointing out necessity for revision of relocation plans and requesting revised list of key relocatees and alternates.

Following personnel this Section scheduled for relocation with alternates shown. Blood type and factor in parenthesis where known:

RelocateeSPECIAL AGENTSAlternateSTENOGRAPHERS - TYPISTSCLERKSACTION:

62 NOV 30 1960
 WRW:bcj (7) 99-5-212
 Forwarded to Defense Plans Desk, Liaison Section.

b6
 b7C

(Burton) Emergency Headquarters For S.O.G.

P. O. Sullivan
mm

UNITED STATES GOVERNMENT

Memorandum

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DATE 02-18-2011 BY 60324 uc baw/sab/clb

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 McGuire _____
 Rosen _____
 Tamm _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Ingram _____
 Gandy _____

TO : Mr. A. H. Belmont *abw* DATE: November 4, 1960

FROM : R. O. L. Allier *W*
BUPLANS - EMERGENCY HEADQUARTERS
 SUBJECT: DEFENSE PLANS - FOR S.O.C.
 PERSONNEL DESIGNATIONS
 CLASSIFIED RELOCATION SITE
 OFFICE OF CIVIL AND DEFENSE MOBILIZATION

My memorandum 10-17-60, attached, advised Defense Plans Unit would proceed with plans to staff FBI space at Office of Civil and Defense Mobilization (OCDM) Classified Site. Governor Hoegh has confirmed working space for ten persons and sleeping accommodations for 20 persons, in addition to that provided for the Director and Mr. Tolson at the Classified Site.

OCDM visualizes the mission of the Classified Site as an operational base for the civilian Government during time of an emergency and until such time as those individuals relocated there are able to proceed with maximum safety to their own relocation sites. The concept includes staffing the site with the policy-making staff of the Federal agencies having emergency assignments. Present plans call for the relocation of the Attorney General and the President of the United States at the Classified Site.

In view of the presence of people of this stature, in addition to Cabinet members, the Director may desire to have, in addition to Mr. Tolson, the following Bureau personnel relocate with him:

Mr. Ingram	Mr. Clayton	Mr. Parsons	Mr. Mohr
Miss Gandy	Mrs. Skillman	Mr. MacLennan	Mr. Tavel
Miss Holmes	Mrs. Brown	Miss Keough	Miss Weber
		Mrs. Williams	Miss Eggers

All of the above are presently scheduled for relocation to [redacted] in the event of an emergency. The [redacted] Relocation Site would be under the supervision of Messrs. Belmont, DeLoach, Malone, Rosen, Callahan, McGuire, and Tamm, respectively, according to the approved Bureau chain of command.

b7E

The [redacted] Relocation Site is directly connected with the [redacted]

- 1 - Mr. Mohr
- 1 - Mr. Parsons
- 1 - Mr. Belmont
- 1 - Liaison
- 1 - Mr. Mooney

WMM:ncl

50 DEC 5

1960

REC-55

EX-107

66-17381-2533
5 NOV 29 1960

Memorandum L'Allier to Belmont
RE: DEFENSE PLANS - PERSONNEL DESIGNATIONS
CLASSIFIED RELOCATION SITE
OFFICE OF CIVIL AND DEFENSE MOBILIZATION

RECOMMENDATIONS:

If the Director approves:

- (1) Appropriate notification arrangements for the above personnel will be prepared.
- (2) Necessary arrangements will be worked out with the Administrative Division to provide transportation if emergency occurs during working hours.
- (3) Permanent OCDM Classified Site passes will be obtained for the designated relocatees.
- (4) Necessary revisions in the Director's Brief, the Highlights document, and related documents will be prepared.

gpc
11/7

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OK
H.

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11/7

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gpc

gpc

FEDERAL BUREAU OF INVESTIGATION

Room 5744 11-8, 1960

TO:

Director
Mr. Mohr
~~Mr. Parsons~~
Mr. Belmont
Mr. DeLoach
Mr. Rosen
Mr. Callahan
Mr. Malone
Mr. Tamm
Mr. McGuire
Mr. Trotter
Mr. Clayton
Mr. Ingram
Miss Gandy
Personnel Files Section
Records Branch
Mrs. Skillman
Mrs. Brown

JMS
D
Callahan
Malone

See Me For appropriate action

Send File Note and Return

add Sizoo

+ DeLoach

Eliminate

Ingram

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 02-18-2011 BY 60324 uc baw/sab/cls

Clyde Tolson

NOTIFICATION

A. During Regular Work Hours, immediately upon receipt of an Air Defense Warning, report of hostilities, subsequent alert or report, or order to relocate to alternate headquarters, the following notification must be made and a log maintained of the action taken: MR. BELMONT OR THE PERSON ACTING FOR HIM WILL NOTIFY:

	<u>Bureau Extension</u>	<u>Home Phone</u>
The Director	444	Call direct through Bureau Switchboard
Mr. Tolson	666	EMerson 2-2727
The Attorney General	187 (Code) 2002 (Ext.)	OLiver 4-2939

On notification of the Attorney General, will ascertain his immediate whereabouts and availability for relocation. Thereafter, advise Mr. Callahan, ext. 315 (home phone OLiver 4-1492) of this information.

Mr. Parsons	555	EDgewater 9-6541
Mr. Sizoo	2125	JAckson 2-0747
alternate		
Mr. Baumgardner	475	TEmples 6-7354
Mr. D.E. Moore	2126	OVERlook 3-3239
alternate		
Mr. Branigan	2207	KENmore 8-7191

MR. PARSONS WILL NOTIFY:

<div style="border: 1px solid black; width: 150px; height: 15px;"></div>	555	SPruce 3-2818
<div style="border: 1px solid black; width: 150px; height: 40px;"></div>	555	WOodley 6-6933
	555	WOodley 6-0763

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b7c

66-17381-2534
ENCLOSURE

MR. SIZOO OR THE PERSON ACTING FOR HIM WILL NOTIFY:

Mr. Mohr	333	KEEnmore 8-5249
Mr. Clayton	351	OVERlook 3-0057
[REDACTED]	400	EMerson 2-6909
Mr. DeLoach	691	South 5-6254
[REDACTED]	2125	OTis 4-7737
[REDACTED]	503	KIng 9-7944
alternate	505	JACKson 5-9004
[REDACTED]		

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MR. MOHR WILL NOTIFY:

[REDACTED]	333	JACKson 7-2269
[REDACTED]	333	JOHnson 3-6389
[REDACTED]	333	RANDolph 6-1239

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MR. CLAYTON WILL NOTIFY:

[REDACTED]	666	RANDolph 6-7395
[REDACTED]	664	OLiver 2-7660

[REDACTED] WILL NOTIFY:

[REDACTED]	420	JACKson 8-1879
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MR. DELOACH WILL NOTIFY:

[REDACTED]	691	EMerson 2-7728
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MR. MOORE OR HIS ALTERNATE WILL NOTIFY:

[Redacted]	457	JEfferson 4-1457
alternate	2382	WHitehall 6-8466
[Redacted]	2383	JAckson 4-8676
alternate	2331	TEmples 6-8404
[Redacted]	2331	REdwood 6-5457
Mr. Baumgardner	475	TEmples 6-7354
alternate	816	TEmples 6-8612
[Redacted]	2371	OLiver 2-4671
alternate	2371	WARfield 7-1960
[Redacted]	2207	KEenmore 8-7191
Mr. Branigan	703	TEmples 6-0947
alternate		
[Redacted]		

Mr. Moore or his alternate will also notify in the order listed below the first two available individuals:

Deputy Attorney General	187 (Code)	EMerson 3-2082
Lawrence E. Walsh	2101 (Ext.)	
J. Lee Rankin	2201	JEfferson 4-0363
Solicitor General		
J. Walter Yeagley	2301	KEenmore 8-4113
[Redacted]	2041	FEderal 3-6874
	3301	HUnter 6-7437
	2701	OTis 4-8769
	2601	HObart 2-3995
	2169	OLiver 2-8387 or Warrenton, Va. 303



2401	Federal 7-4981
2901	EMerson 3-2510
3501	EMerson 3-6330

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b7C

Mr. Moore or his alternate will, at the time of notification, advise those officials as to what other Department officials he has notified and as to the current means of communicating with the FBI Emergency Relocation Site; if there is any indication of attack, the expected time of attack, if available, will also be given.



OR HIS ALTERNATE WILL NOTIFY:

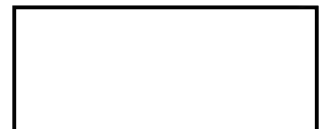
Mr. Cleveland (Liaison alternate notification only)	505	Jackson 5-9004
Mr. Kuhrtz	517	JUniper 8-7027
SAC Johnson (WFO) alternate	2201	
ASAC Howell	2113	CLearbrook 6-8023
Mr. Scatterday alternate	2096	OLiver 4-6959
Mr. Roderick	2097	JUniper 8-9092
Inspector Ashley, RCMP	HU 8-5505 ext. 365	OLiver 2-5305

b7E

MR. MOONEY OR HIS ALTERNATE WILL NOTIFY:

SAC
alternate
ASAC

Dial Bureau Operator
" " for



alternate

alternate

alternate

2256	SPruce 3-1219
406	ELmwood 6-5881
2007	LUdlow 2-7870
875	JAckson 8-5849
2226	HEmlock 4-0478
365	SOuth 8-8174

b6
b7C

MR. BAUMGARDNER OR HIS ALTERNATE WILL NOTIFY:

Mr. Donahoe	2366	SPruce 3-6367
alternate		
Mr. A. Kayne	2134	OLiver 4-1080
Mr. W. C. Sullivan	2197	SPruce 3-5307
alternate		
Mr. R. W. Smith	2388	CLearbrook 6-2297
Mr. Tamm	777	OLiver 4-7698
alternate		
Mr. Conrad	776	OVerlook 3-1403

OR HIS ALTERNATE WILL NOTIFY:

	484	KIng 8-3560
alternate		
	877	CLearbrook 6-2053
	315	OLiver 4-1492
alternate		
	315	JACKson 7-9238
Courier Room, 1522	2088	

b6
b7c

MR. BRANIGAN OR HIS ALTERNATE WILL NOTIFY:

Mr. Rosen	571	HUDson 3-6192
alternate		
Mr. Evans	591	OVerlook 3-4155
Mr. Trotter	2233	LOgan 7-3889
alternate		
Mr. A.K. Bowles	2222	OLiver 4-4153

Thereafter, the above officials should be notified of any subsequent information or cancellation of the "alert" in the same manner as the original notification.

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 02-18-2011 BY 60324 uc baw/sab/clb

TO : Mr. A. H. Belmont

DATE: December 1, 1960

FROM : R. O. L'Allier

Bureau War Plans - Emergency Headquarters
 SUBJECT: DEFENSE PLANS -
OFFICE OF CIVIL AND DEFENSE MOBILIZATION
CLASSIFIED RELOCATION SITE

Tolson _____
 Mohr _____
 Parsons _____
 Belmont _____
 Callahan _____
 DeLoach _____
 Malone _____
 McGuire _____
 Rosen _____
 Tamm _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Ingram _____
 Gandy _____

(Wash. D.C.)
 During the Liaison Party last night at the Mayflower Hotel, the Director spoke with Mr. Jack Scott and Mr. Leo J. Bourassa, Director and Assistant Director respectively of the Office of Civil and Defense Mobilization (OCDM) Classified Site at [redacted] where the Director and certain key personnel are scheduled for relocation in event of an emergency. During the conversation with the Director, these gentlemen extended an invitation to visit the Classified Site. Mr. Bourassa contacted Liaison Supervisor Mooney this morning to confirm his invitation to the Director and advised that he and Mr. Scott would be looking forward to the pleasure of meeting the Director at the Classified Site.

b7E

The Director, if he desires to inspect this site, could leave Washington, D.C., at 10:30 am in the morning; have lunch en route at Leesburg, Virginia, at the Laurel Brigade Inn; and arrive at the site at 1:00 pm. A detailed tour and briefing would be afforded the Director, who could then depart the site at 2:30 pm and be back in Washington, D.C., at 4:00 pm.

RECOMMENDATION:

If the Director desires to inspect the Classified Site, he may wish to indicate an appropriate date.

- 1 - Mr. Ingram
- 1 - Mr. Parsons
- 1 - Mr. Belmont
- 1 - Liaison Section
- 1 - Mr. Mooney

WMM:ncw (6)

REC-91

18 DEC 29 1960

63 DEC 30 1960

LITTON

I see no need to do this now I shall take this in mind

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. A. H. Belmont

DATE: December 7, 1960

FROM : R. O. L'Allier

SUBJECT: DEFENSE PLANS - TRANSPORTATION TO
OFFICE OF CIVIL AND DEFENSE MOBILIZATION
CLASSIFIED RELOCATION SITE

Tolson _____
Belmont _____
Callahan _____
DeLoach _____
Malone _____
McGuire _____
Rosen _____
Tamm _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Ingram _____
Gandy _____

Emergency
Headquarters
for S.O.G.

By memorandum 11-4-60, the following Bureau personnel were approved for emergency assignment at the Office of Civil and Defense Mobilization (OCDM) Classified Relocation Site with the Director and Mr. Tolson:

Mr. Parsons	Mr. Tavel	Mrs. Skillman	Mrs. Williams
Mr. Mohr	Mr. Sizoo	Mrs. Brown	Miss Eggers
Mr. DeLoach	Miss Gandy	Miss Keough	Miss Lurz
Mr. Clayton	Miss Holmes	Miss Weber	Miss Lewis
Mr. MacLennan			

The above individuals have been contacted and they advised that adequate personally owned automobiles are available and they have made their own arrangements to proceed to the OCDM Site during normal working hours. The Administrative Division will designate an armed Agent to drive Miss Gandy's car to the site during working hours.

During nonworking hours, relocation is the responsibility of the individual relocating. It will be necessary to proceed to the Classified Site in accordance with civil defense directions, which will be issued at the time. This is also the presently approved policy concerning relocatees designated for [redacted]

Transportation arrangements for the Director and Mr. Tolson have been previously approved and there is no change at this time. Transportation arrangements for Bureau personnel assigned [redacted] during a national emergency are still current and applicable and are not affected in any way by the designation of the above individuals to proceed to the OCDM Classified Site.

An unclassified map, which can be carried in either purse or wallet, is being prepared and will be furnished the above relocatees with appropriate instructions in the immediate future.

ACTION:

If you approve, Buplans documents will be amended accordingly. JAN 30 1961

1 - Mr. Parsons
1 - Mr. DeLoach
1 - Mr. Belmont
1 - Mr. Mooney
17 - Each relocatee named

1 - Mr. Mohr
1 - Mr. Callahan
1 - Liaison Section

99 WMM:ngk (24)
61 FEB 1 1961

Plans for building
Miss Gandy's assignment
being action in
Alam. Div. Prof. Cons.
Tolson

UNITED STATES GOVERNMENT

Memorandum

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DATE 02-18-2011 BY 60324 uc baw/sab/clc

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 Conrad _____
 DeLoach _____
 Evans _____
 Malone _____
 Rosen _____
 Tavel _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Ingram _____
 Gandy _____

TO : Mr. Mohr

DATE: 2/15/61

FROM : J. F. Malone

SUBJECT: DEFENSE PLANS
SUPPLIES MAINTAINED AT
RELOCATION SITE

Office supplies sufficient for thirty days are maintained at [] for emergency use in the event of relocation. Memorandum J. F. Malone to Mr. Mohr, 2/9/61, recommended that the forms, formerly maintained on a division basis, be integrated into the general emergency supplies and proposed procedures for keeping these forms current. It further stated a list of forms now stored at [] was being compiled and would be routed to each division for elimination of obsolete forms, addition of new forms and adjustments in the number of forms needed. This list is attached. A copy is also attached to each tickler copy of this memorandum.

The form number and an abbreviated description appears in the left column. On the right under the numerical designation of the division appears the number of copies of that form now held at [] for the use of that division. You will note that some forms are obsolete. In some instances the number on hand appears questionable. In other instances forms which a division might be expected to use are not being held for that division.

RECOMMENDATIONS: 1. That each division carefully review its contemplated need for forms at the relocation site based on a 30 days' supply for persons relocated and compile a revised list furnishing it to the Training and Inspection Division by March 10 next.

2. Upon receipt of these lists a composite list will be compiled and supplies at [] will be adjusted to correspond.

1 - Mr. Belmont
 1 - Mr. Callahan
 1 - Mr. Conrad
 1 - Mr. DeLoach
 1 - Mr. Evans
 1 - Mr. Malone

1 - Mr. Rosen
 1 - Mr. Tavel
 1 - Mr. Trotter
 1 - Forms Management Desk
 1 - BuPlans Desk, Room 7635
 1 - Mr. []
 1 - Voucher Section

Enclosure

WFE:meh (15)

50 FEB 28 1961

EX-113

b7E

Auxiliary Space For S.O.B.

BuPlans

"FD" Forms

Divisions

		I	II	III	IV	V	VI	VII	VIII
1	Yellow					100			
	White					100			
1a	Assignment Card							700	
1d	Assignment Card					1300			
31	Sign In Register							50	
37	Explanation Change								
	For Information			100					
73	Auto Record Card			200					
218	Supply Requisition							25	
245	File Fronts								
246	Time & attendance Cards			100					
247	Abstracts Blue	6500				6500		6500	
	White	6500				6500		6500	
250	Abstracts White			2500			2000	2500	
	Yellow			4500				4500	
	Salmon								

66-17381-2551

20
6500
6500
2000
ENCLOSURE

"O" Forms

	Divisions							
	I	II	III	IV	V	VI	VII	VIII
1 Follow-up Forms					100			
4 Invoice - Bond							550	
4a Invoice- Yellow							550	
6 Routing Slip to Dept.					150			
7 Routing Slip to Field					700			
9 Teletype Form		300			17000	100	3250	
9a Teletype Form							3000	
10 Sign In Register			10		15		3000	
13 Personnel Information					20			
14 Routing Slip to Other Agencies					50			
14B Routing Slip to Department of State					50			
14C Routing Slip to Coast Guard					20			
14D Routing Slip to Director of Naval Intelligence					100			
14F Routing Slip to CIA					50			
14H Routing Slip to Dept. of Army					100			
14I Routing Slip to Secret Service					50			
14N Routing Slip to OSI					100			
15 Steno Assignment Chart					30			
27 Overtime Work Sheet					10			
33 Steno Daily Report					210			
40 Special Handling Tag					2			
41 Abstract Salmon			400		5500		100	
41 Abstract Pink			400		5500		100	
43 Check or Bond receipt					6000			
44 Routing Slip to Other Government Agencies					100			

66-17381-255

ENCLOSURE

"SF" Forms

Divisions

III

VII

1012	Travel Voucher	150	34
1012A	Travel Voucher Memo	150	82
1012B	Travel Voucher Memo Cont'd	150	10
1012C	Travel Voucher Memo Cont'd Yellow	150	10
1034	Vouchers for Purchases & Services	150	
1034A	Vouchers for Purchases & Services	150	
1038	Application for Advancement of Funds	100	24
1081	Vouchers & Schedules of Withdrawals & Credit	25	
1096	Voucher Deductions	25	
1103	U.S. Government Bill of Lading	25	
1113	Public Vouchers for Transportation Charges	25	
1113A	Public Vouchers for Transportation Charges (memo)	25	

3-167	Statement of Differences	100	
3-182	Redemption of Unused Tickets	50	
3-326	Driver Vehicle Check Form	1000	

66-17381-55

ENCLOSURE

DIVISION IV Forms

		IV
4-37	Internal Mail Receipt	1000
4-41	Decoded Radio Teletype form	5000
4-54	Courier Mail Receipt	500
4-89	Movement Notebook Sheet	100
4-134	Courier Mail Log	100
4-159	LD Pending Card	100
4-160	Ident File Receipts Yellow	200
	Salmon	200
4-336	LD Call Log	200
4-509	Mail Check	1000
4-569	Classified Mail Receipt	500
4-583	Relocation Message Form Green	5000
	White	5000
	Yellow	5000
4-606	Interagency Message Header	2000
POD	FCRAPS	
3877	Firm Mailing Books	16
3852	Manifold Registry Dispatch Book	3
3611	Return Receipt Card, Registered Mail	500

66-17381-2551

CLOSURE

DIVISION V Forms

5-24	TT-1 Report Letters	25
5-27	Security Informants Name Card	50
	Blue	50
5-29	Security Informants Symbol Card	50
5-63	Report Register	100
5-94	Routing Slip Transmitting AEC Date	100

66-17381-2551
ENCLOSURE

DIVISION VII Forms

VII

7-1	Lab Report	bond	1000
		manifold	1020
		yellow	1050
7-1A	Lab Report	manifold	1020
		yellow	1050
		bond	1000
7-1B	Lab Report	bond	1010
		manifold	2030
		yellow	1010
7-2	Work Sheets	bond	1000
		pink	1000
		green	1000
7-2A	Master work Sheets		250
7-16	Evidence Receipt Form		250
7-24	Returning Evidence Form	manifold	250
		yellow	250
		bond	250
7-25	"Q" Tabs		1000
7-29	Delinquency Report Forms		500
7-32	Acknowledgment Form		500
7-32A	Acknowledgment Form		500
7-37	Charge Cards		300
7-40A	Acknowledgment Form		500
7-41	Translation Form	bond	20
		thin white	40
		yellow	20
7-44	Translation Form	bond	100
		thin white	50
		yellow	25
7-45	Bureau Source #3	bond	25
7-46	Bureau Source #3	bond	25
7-58	Document Section Case Assignment Form		50
7-72	Transmittal Form	bond	1010
		manifold	1030
		yellow	1010

66-17381-2551

ENCLOSURE

UNITED STATES GOVERNMENT

Memorandum

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DATE 02-18-2011 BY 60324 uc baw/sab/clb

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 Malone _____
 McGuire _____
 Rosen _____
 Trotter _____
 Evans _____
 W. C. Sullivan _____
 Tele. Room _____
 Ingram _____
 Gandy _____

TO : Mr. Belmont

DATE: 2-6-61

FROM : Mr. Callahan

Bureau War Plans Emergency Headquarters for S. O. G.

SUBJECT: KEY RELOCATEES

MR. MOHR'S OFFICE AND ADMINISTRATIVE DIVISION

Re memo Frohbose to Belmont dated 1-12-60 concerning captioned subject matter.

The names, addresses, telephone numbers, blood types and RH factors of the key relocatees in Mr. Mohr's Office and in the Administrative Division are as follows:

MR. MOHR'S OFFICE

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>BLOOD TYPE</u>

ADMINISTRATIVE DIVISION

--

JG:pha (5)
 1 - Mr. Mohr (Sent Direct)
 1 - Mr. Huelskamp (Sent Direct)
 1 - Mr. Mooney (Sent Direct)

62 FEB 14 1961

NOT RECORDED

15 FEB 14 1961

(OVER)

66-17381-
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 THREE
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Memo Callahan to Belmont
RE: KEY RELOCATEES

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b7C

UNITED STATES GOVERNMENT

Memorandum

Tolson ☒
 Parsons ☒
 Mohr ☒
 Belmont ☒
 Callahan ☒
 Conrad ☒
 DeLoach ☒
 Evans ☒
 Malone ☒
 Rosen ☒
 Tavel ☒
 Trotter ☒
 W.C. Sullivan ☒
 Tele. Room ☒
 Ingram ☒
 Gandy ☒

TO : Mr. A. H. Belmont

DATE: February 17, 1961

FROM : R. O. L'Allier

SUBJECT:

Plans - Emergency Headquarters
 DEFENSE PLANS - *FOR S.O.G.*
 PERSONNEL DESIGNATIONS
 OFFICE OF CIVIL AND DEFENSE MOBILIZATION
 CLASSIFIED RELOCATION SITE

Mohr
Myers

Memorandum L'Allier to Belmont, dated 11-4-60, listed the Bureau's primary relocatees to the Office of Civil and Defense Mobilization (OCDM) Classified Location. This listing consisted of personnel from the Director's Office, Mr. Tolson's Office, Mr. Mohr's Office, and Mr. Parsons' Office. Personnel from Mr. DeLoach's Office and Mr. Sizoo's Office were subsequently added in accordance with Mr. Tolson's instructions. By letter dated 11-21-60, former OCDM Director Hoegh was furnished the names of these primary relocatees.

Inasmuch as Mr. Tavel, formerly included as a member of Mr. Mohr's Office, has now been designated Assistant Director of the Files and Communications Division, it is necessary to revise the listing previously furnished OCDM. A suggested new listing is set forth below and includes Mr. William S. Hyde of Mr. Mohr's Office to replace Mr. Tavel.

<u>Director's Office</u>	<u>Mr. Tolson's Office</u>	<u>Mr. Parsons' Office</u>
Director	Mr. Tolson	Mr. Parsons
Miss Gandy	Mr. Clayton	Mr. MacLennan
Miss Holmes	Mrs. Skillman	Miss Keough
	Mrs. Brown	Mrs. Williams
<u>Mr. Mohr's Office</u>	<u>Mr. DeLoach's Office</u>	<u>Mr. Sizoo's Office</u>
Mr. Mohr	Mr. DeLoach	Mr. Sizoo
Mr. Hyde	Miss Lurz	Miss Lewis
Miss Weber		
Miss Eggers		

Identification badges to assure entry into the OCDM Classified Location are being prepared by OCDM for the above relocatees. To date, all badges have not been completed by OCDM; however, the badge for Mr. Tavel has recently been furnished by OCDM. It is being returned to OCDM and additional forms for a badge for Mr. Hyde are being requested.

1 - Mr. Mohr 1 - Mr. Parsons
 1 - Mr. Tavel 1 - Mr. Hyde
 1 - Mr. Belmont
 1 - Liaison Section
 1 - Mr. Mooney

EX-119

9 MAR 1 1961

WMN:nck (8)
 62 MAR 3 - 1961

Enclosure 2-23-61

MAR 3 1961

Memorandum L'Allier to Belmont
RE: DEFENSE PLANS -
PERSONNEL DESIGNATIONS
OFFICE OF CIVIL AND DEFENSE MOBILIZATION
CLASSIFIED RELOCATION SITE

RECOMMENDATION:

If above listing of the Bureau's primary relocatees to the OCDM Classified Location is approved, it is recommended the attached letter be sent to the Acting Director, OCDM, advising of the change in the Bureau's listing and requesting arrangements be made for an identification badge for Mr. Hyde.

Letter not sent per
subsequent
instructions.
OCDM advised by
reason of personnel
change and badge
will be prepared.
3-1-61 WMM/NEC

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

I agree

[Handwritten initials]

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 02-18-2011 BY 60324 uc baw/sab/clc

Tolson

Mohr

Parsons

Belmont

Callahan

Conrad

DeLoach

Malone

McGuire

Rosen

Trotter

Evans

W.C. Sullivan

Tele. Room

Ingram

Gandy

TO : Mr. Mohr

DATE: 2/9/61

FROM : J. F. Malone

BuPlans

Emergency
Headquarters

SUBJECT: DEFENSE PLANS
SUPPLIES MAINTAINED AT
RELOCATION SITE

Early in 1959, all Seat of Government Divisions were surveyed for a listing of office supplies that they would need during the first thirty days in the event of relocation. Based on these estimates, an inventory was established at [REDACTED] broken into three categories as follows:

b7E

1. Director's Office Supplies.

2. General supplies. This is a composite of requests by the various divisions and includes such items as stationery (but not forms) pencils, typewriter ribbons, etc. The Administrative Division has responsibility for a semi-annual check to insure the maintenance of a proper quantity and to replace items with a shelf life.

3. Items peculiar to a particular division. The items carried in this category are without exception forms; Bureau approved forms, Standard Forms and three types of Post Office forms. The forms requested by each division are stored separately and there is considerable overlap. Each of the divisions is required to semi-annually (March 5 and September 5) check these forms to see if adequate and current. The system is cumbersome and is not functioning properly. There is no reason why Standard Forms and Bureau approved forms could not be consolidated into the general supplies. To do so would streamline handling and maintenance.

RECOMMENDATIONS: 1. That the Standard Forms and Bureau approved forms be consolidated into the general supplies, maintained for emergency use at [REDACTED]

- 1 - Mr. Belmont
- 1 - Mr. Callahan
- 1 - Mr. Conrad
- 1 - Mr. DeLoach
- 1 - Mr. Malone
- 1 - Mr. McGuire

WFE:mgj

- 1 - Mr. Rosen
- 1 - Mr. Trotter
- 1 - Forms Management Desk
- 1 - BuPlans Desk, Room 7635
- 1 - Mr. [REDACTED]
- 1 - Voucher Section

25 FEB 28 1961

b7E

62 MAR 3 1961

Memo for Mr. Mohr
re: Defense Plans

2. That the following system be instituted to insure that forms are up to date.

A. A list of Bureau approved forms maintained in the inventory will be furnished to the Forms Management Desk. When one of these forms is revised, this Desk will notify the Buplans Desk. The Buplans Desk will, if the revision warrants, requisition a supply of the revised forms for [redacted]. As a backup, an annual tickler will be set for March 5 at [redacted] to check the forms on hand for the latest revision date. The Forms Management Desk and the Buplans Desk are agreeable to this system.

b7E

B. That the section processing Standard Forms be responsible for seeing that the supplies at [redacted] are current. At the present time all Standard Forms stored are processed by the Voucher Section. Voucher Section is agreeable to this procedure. As a backup, [redacted] will set an annual tickler for March 5 as in "A" above.

3. Files and Communications Division will continue to be responsible for the three Post Office Forms used by that Division.

4. A list of forms at [redacted] is now being compiled and will be routed to each division for elimination of obsolete forms, addition of new forms and adjustments in the quantity stored. When a new and adjusted list is compiled, the stock at [redacted] should be made to correspond. This adjusted list will also be furnished to interested units including the Forms Management Desk pursuant to above recommendations.

b7E

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 02-18-2011 BY 60324 uc baw/sab/clb

Tolson _____
 Parsons _____
 Mohr _____
 Belmont _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Malone _____
 Rosen _____
 Tavel _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Ingram _____
 Gandy _____

TO : Mr. Belmont

DATE: 3-3-61

FROM : W. A. Branigan

SUBJECT: DEFENSE PLANS
 DOMESTIC INTELLIGENCE DIVISION
 VITAL RECORDS AT RELOCATION SITE

The requirements of the Espionage Section have been examined pursuant to instruction contained in memo Roach to Belmont 3-24-59. There are no additions or deletions required by the Espionage Section at this time.

ACTION:

For information.

Mr. Belmont
 Mr. Branigan
 Mr. Mooney
 Mr. Whitson

LW:mhd (5)

XEROX
 MAR 8 1961

MAR 7 1961

66-17381-
 NOT RECORDED
 128 MAR 8 1961

63 MAR 10 1961

ORIGINAL FILED IN 66-17380-75-448

Dear Sir:

b6
b7C

Very truly yours,

Personnel Officer

1 - J. S. Johnson

NOTE: It was recommended and approved 12/30/55 per memo entitled "War Plans - Blood Data" that employees on the evacuation list at SOG whose blood types and factors are unknown be typed and factored at USPHS at \$6.00 each. These names are being furnished USPHS at its request in order that it may prepare and submit voucher to Bureau for payment.

Tolson _____
Mohr _____
Parsons _____
Belmont _____
Callahan _____
Conrad _____
DeLoach _____
Malone _____
McGuire _____
Rosen _____
Trotter _____
Evans _____
W. C. Sullivan _____
Tele. Room _____
Ingram _____
Gandy _____

52 MAR 3 1961
47

MAIL ROOM ☐ TELETYPE UNIT ☐

February 21, 1961

0
Bureau War Plans Emergency Headquarters
for S.O.G.

Medical Officer in Charge
United States Public Health
Service Outpatient Clinic
Department of Health, Education
and Welfare, South Building
Fourth and D Streets, Southwest
Washington 25, D. C.

Dear Sir:

James Charles
Walter J. Johnson
[redacted] an employee of this Bureau,
is being referred to your clinic for the determination of
blood type and Rh factor.

You are authorized to bill the Federal Bureau of
Investigation \$6.00.

Very truly yours,

Personnel Officer

66-17381-

NOT RECORDED

10 MAR 2 1961

ack
mf
ECK:kmf
(6)

1 - J. S. Johnson

NOTE: It was recommended and approved 12/30/55 per memo
entitled "War Plans - Blood Data" that employees on the
evacuation list at SOG whose blood types and factors are
unknown be typed and factored at USPHS at \$6.00 each. These
names are being furnished USPHS at its request in order that
it may prepare and submit voucher to Bureau for payment.

Tolson _____
Mohr _____
Parsons _____
Belmont _____
Callahan _____
Conrad _____
DeLoach _____
Malone _____
McGuire _____
Rosen _____
Trotter _____
Evans _____
W. C. Sullivan _____
Tele. Room _____
Ingram _____
Gandy _____

63 MAR 17 1961 *94*

1 XEROX
MAR 16 1961
VTP

MAIL ROOM ☐ TELETYPE UNIT ☐

3
mfk
PERS. FILES

February 17, 1961

Medical Officer in Charge
United States Public Health
Service Outpatient Clinic
Department of Health, Education
and Welfare, South Building
Fourth and D Streets, Southwest
Washington 25, D. C.

Dear Sir:

an employee of this Bureau,
is being referred to your clinic for the determination of
blood type and Rh factor.

You are authorized to bill the Federal Bureau of
Investigation \$6.00.

Very truly yours,

Personnel Officer

66-17381-

NOT RECORDED

10 MAR 2 1961

ECK:kmf
(6)

1 - J.S. Johnson

NOTE: It was recommended and approved 12/30/55 per memo
entitled "War Plans - Blood Data" that employees on the
evacuation list at SOG whose blood types and factors are
unknown be typed and factored at USPHS at \$6.00 each. These
names are being furnished USPHS at its request in order that
it may prepare and submit voucher to Bureau for payment.

Tolson _____
Mohr _____
Patterson _____
Belmont _____
Callahan _____
Conrad _____
DeLoach _____
Malone _____
McGuire _____
Rosen _____
Trotter _____
Evans _____
W. C. Sullivan _____
Tele. Room _____
Ingram _____
Gandy _____

63 MAR 6 1961

MAIL ROOM ☐

TELETYPE UNIT ☐

b6
b7C

3
mk

February 17, 1961

Buplan 5 - Emergency Hq's for S.O.G.

Medical Officer in Charge
United States Public Health
Service Outpatient Clinic
Department of Health, Education
and Welfare, South Building
Fourth and D Streets, Southwest
Washington 25, D. C.

Dear Sir:

an employee of this Bureau,
is being referred to your clinic for the determination of
blood type and Rh factor.

You are authorized to bill the Federal Bureau of
Investigation \$6.00.

Very truly yours,

Personnel Officer

ECK:kmf
(6)

1 - J. S. Johnson

106-17381-
NOT RECORDED
10 MAR 2 1961

NOTE: It was recommended and approved 12/30/55 per memo
entitled "War Plans - Blood Data" that employees on the
evacuation list at SOG whose blood types and factors are
unknown be typed and factored at USPHS at \$6.00 each. These
names are being furnished USPHS at its request in order that
it may prepare and submit voucher to Bureau for payment.

Tolson _____
Mohr _____
Parsons _____
Belmont _____
Callahan _____
Conrad _____
DeLoach _____
Malone _____
McGuire _____
Rosen _____
Trotter _____
Evans _____
W. C. Sullivan _____
Tele. Room _____
Ingram _____
Gandy _____

MAIL ROOM ☐ TELETYPE UNIT ☐

INSTRUCTIONS: This form is to be removed from file by a Filing Unit employee only upon the return of the item.

Subject <u>Bu Plans-Auxiliary Space For SOG.</u>		
Type of Mail		Date of Mail
<input type="checkbox"/> Report	_____	_____
<input type="checkbox"/> Incoming letter	_____	_____
<input type="checkbox"/> Outgoing letter	_____	_____
<input checked="" type="checkbox"/> Memorandum	<u>FROM Director TO Attorney General</u>	<u>2-14-61</u>
<input type="checkbox"/> Airtel	_____	_____
<input type="checkbox"/> Teletype	_____	_____
<input type="checkbox"/> Enclosure (describe)	_____	_____
<input type="checkbox"/> Laboratory Work Sheet	_____	_____
<input type="checkbox"/> Personnel Security Questionnaire (PSQ)	_____	_____
<input type="checkbox"/> Loyalty Form	_____	_____
<input type="checkbox"/> Other (describe)	_____	_____
Removed for		Removed by
<input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <u>Litzenberg</u> <input type="checkbox"/> Miss <u>4865</u> <input type="checkbox"/> Room		<u>L. Martin</u>
Reason for Removal		Date of Removal
<input type="checkbox"/> For copying (If for another agency, list agency and date of request.)		<u>3-19-82</u>
<input type="checkbox"/> To send to		_____
<input type="checkbox"/> To attach to		_____
<input checked="" type="checkbox"/> For office use		_____
<input type="checkbox"/> For change to another file		_____
<input type="checkbox"/> Other (Specify)		_____
Complete File and Serial Number <u>66-17381-✓</u>		

INSTRUCTIONS: This form is to be removed from file by a Filing Unit employee only upon the return of the item.

Subject		
Bu Plans-Auxiliary Space For S.O.G.		
Type of Mail	Date of Mail	
<input type="checkbox"/> Report		
<input type="checkbox"/> Incoming letter		
<input type="checkbox"/> Outgoing letter		
<input checked="" type="checkbox"/> Memorandum	From R.D. L'Allier To Belmont 2-10-61	
<input type="checkbox"/> Airtel		
<input type="checkbox"/> Teletype		
<input type="checkbox"/> Enclosure (describe)		
<input type="checkbox"/> Laboratory Work Sheet		
<input type="checkbox"/> Personnel Security Questionnaire (PSQ)		
<input type="checkbox"/> Loyalty Form		
<input type="checkbox"/> Other (describe)		
Removed for		
<input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Room	Litzenberg 4865	Removed by L. Martin
		Date of Removal 3-19-82
Reason for Removal		
<input type="checkbox"/> For copying (If for another agency, list agency and date of request.)		
<input type="checkbox"/> To send to		
<input type="checkbox"/> To attach to		
<input checked="" type="checkbox"/> For office use		
<input type="checkbox"/> For change to another file		
<input type="checkbox"/> Other (Specify)		
Complete File and Serial Number 66-17381-✓		

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 02-18-2011 BY 60324 uc baw/sab/clg

Folsom _____
 Mohr _____
 Parsons _____
 Belmont _____
 Callahan _____
 DeLoach _____
 Malone _____
 McGuire _____
 Rosen _____
 Tamm _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Ingram _____
 Gandy _____
 CONRAD _____
 EVANS _____

TO : Mr. Malone *fm*

DATE: 1/16/61

FROM : H. L. Sloan

Attn: Mr. Edwards *HE*

SUBJECT: PRESIDENTIAL RED LINE NETWORK
SECURE VOICE EQUIPMENT (KY-1)
 (BUFILE 66-17381)

Re memo, Mr. Millen to Mr. Parsons dated July 7, 1958,
 containing detailed operating instructions for the voice security
 equipment (KY-1) located at

b7E

There is attached a revised set of instructions for the
 operation of this special voice secure cryptographic telephone
 circuit.

RECOMMENDATION:

That this memorandum and the enclosed instructions be
 forwarded to Mr. Ingram in order that he may prepare brief in-
 structions for the Director and key personnel of the Director's
 office regarding the change of operation of special voice cryptographic
 instrument and associated equipment.

- ENCLOSURE *2*
- 1 - Mr. Ingram *LOI XE*
- 1 - Director's Telephone Room (Attn: Mr. Ramey)
- 1 - Mr. Belmont (Attn: Mr. Mooney)
- 1 - Mr. Tamm (Attn: Mr. Millen)
- 1 - Mr. McGuire (Attn: Mr. Wherry)
- 1 - Mr. DeLoach

Enclosures HLS:rrj
 57 MAR 15 1961 (9)

XEROX
 MAR 9 1961

66-17381-2557
 12 MAR 7 1961

UNRECORDED COPY FILED IN 66-17385-

esa

Supplans Auxiliary Space For S.O.G.

Done 12/7/61

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 02-18-2011 BY 60324 uc baw/sab/clb

Tolson _____
 Parsons _____
 Mohr _____
 Belmont _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Malone _____
 Rosen _____
 Tavel _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Ingram _____
 Gandy _____

TO : Mr. R. O. L'Allier *LM*

DATE: March 9, 1961

FROM : W. M. Mooney *WM*

SUBJECT: DEFENSE PLANS -
 DOMESTIC INTELLIGENCE DIVISION
 SUPPLIES MAINTAINED AT BUREAU RELOCATION SITE

b7E

L'Allier

Emergency/Headquarters
 Memo Malone to Mohr dated 2-9-61 noted the emergency supply inventory at [] consisted of three separate categories - supplies for the Director's Office, forms (Standard Forms and Bureau approved forms), and general operating supplies (stationery, envelopes, etc.). This memo recommended the latter two items - forms and general supplies - be consolidated. Subsequent memo Malone to Mohr dated 2-15-61 furnished a listing of forms, broken down by each Division, for review. This memo recommended each Division carefully review its contemplated need for forms at the relocation site and compile a revised list, to be furnished the Training and Inspection Division by March 10, 1961. By separate memo, dated 3-9-61, the revised listing for the Domestic Intelligence Division (DID) is being furnished the Training and Inspection Division.

Enclosed herewith is a listing of the forms being requested, broken down by DID Sections. It is pointed out that the forms requested for the Liaison Section include items for Mr. Parsons' Office, Mr. Belmont's Office, and Central Research Section. A copy of this listing is being furnished the Defense Plans Coordinator of each DID Section for information.

It appears a copy of this listing should also be made an appendix to the DID Buplan document. This will simplify the semi-annual review of forms being retained, in accordance with the Bureau Defense Plans tickler for checking the adequacy of supplies at the site.

RECOMMENDATION:

That a copy of the attached listing of forms being maintained at the site for the DID, broken down by Sections of the Division, be made a part of the DID Buplan document.

- 100*
- 1 - Mr. Belmont 1 - Liaison
 - 1 - Mr. Whitson (with enclosure)
 - 1 - Mr. Wannall (with enclosure)
 - 1 - Mr. Kleinkauf (with enclosure)
 - 1 - Mr. Rushing (with enclosure)
 - 1 - Mr. Gray (with enclosure)
 - 1 - Mr. Biamonte (with enclosure)
 - 1 - Buplans Unit (with enclosure)

REC- 69

66-17381-2258
20 MAR 13 1961

ENCLOSURE

ENCLOSURE

Requests by Domestic Intelligence Division Sections

FORMS		Nat. Intell.	Espionage	Internal Security	Sub. Control	Liaison	TOTAL
FD 1	Assignment Card	:	:	:	:	:	:
	White	:	:	:	:	:	:
	Yellow	:	:	:	:	:	:
FD 1A		:	:	:	:	:	:
FD 1D		:	:	:	:	:	:
FD 31	Sign In Register	:	:	:	:	:	:
FD 37	Explanation Change	:	:	:	:	:	:
FD 73	Auto Record Card	:	:	:	:	:	:
FD 218	Supply Requisition (dated 9-30-54)	:	:	:	:	:	:
FD 245	File Fronts	:	:	:	:	:	:
FD 246	Time & Attendance Cards	:	:	:	:	:	:
FD 247	Abstracts (dated 3-27-58):	:	:	:	:	:	:
	White	:	:	:	:	:	:
	Blue	:	:	:	:	:	:
FD 250	Abstracts	:	:	:	:	:	:
	White	:	:	:	:	:	:
	Yellow	:	:	:	:	:	:
	Salmon	:	:	:	:	:	:
FD 329	Monthly Report, VOT and TIO	:	:	:	:	:	:

2258
66-17381-2258
ENCLOSURE

FORMS		Nat. Intell.	Espionage	Internal Security	Sub. Control	Liaison	TOTAL
0-1	Followup (dated 9-22-54)	:	:	:	100	:	100
0-4	Invoice	:	:	:	:	:	:
	Bond	:	:	:	:	:	0
	Yellow	:	:	:	:	:	0
0-6	Routing slip to Dept. (Dated 4-28-59)	:	50	100	500	50	700
0-7	Routing Slip to Field (Dated 2-1-61)	:	100	500	500	500	1600
0-9	Teletype (Dated 12-13-56)::	8500	10000	150	200	1000	19850
0-9A		:	:	:	:	:	0
0-10	Clerical Sign In Register: (Dated 1-7-55)	5	10	15	:	5	35
0-10A	Agent Sign In Register (Dated 7-22-59)	30	62	:	:	30	122
0-13	Personnel Info Card (Dated 10-21-59)	22	:	20	:	10	52
0-14	Routing Slip to Other Agencies (Dated 4-28-59)	:	:	500	400	200	1100
0-15	Steno Assignment Chart (Dated)	:	30	30	:	:	60
0-33	Steno Daily Report (Dated 7-30-59)	300	180	360	:	:	840
0-40	Special Handling Tag (Dated 4-12-56)	:	:	2 pads	:	:	2 pads
0-41	Abstract	:	:	:	:	:	:
	Yellow	4000	6000	2500	2000	3000	17500
	Salmon	"	"	"	"	"	"
0-43	Check/Bond Receipt	:	:	80	:	:	80

FORMS		Nat. Intell.	Espionage	Internal Security	Sub. Control	Liaison	TOTAL
5-24	TT Report Letters	:	:	:	:	:	:
	Bond	:	:	25	:	:	25
	Yellow	:	:	50	:	:	50
	Thin White	:	:	50	:	:	50
5-27	SI Name Card	:	:	:	:	:	:
	White	:	:	50	:	:	50
	Blue	:	:	50	:	:	50
5-29	SI Symbol Card	:	:	50	:	:	50
5-63	Report Register	:	:	100	:	:	100
5-94	Routing Slip Transmitting:	:	:	:	:	:	:
	AEC Data	:	:	100	:	:	100
5-113	Informative Note	:	:	:	:	:	:
	(Dated 1-10-61)	:	:	:	:	500	500
SF-63	Memorandum of Call	:	:	:	:	:	:
	7540-634-4018	:	:	:	:	25 pads	25 pads

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. A. H. Belmont

DATE: March 14, 1961

FROM : R. O. L'Allier

SUBJECT: DEFENSE PLANS -
OFFICE OF CIVIL AND DEFENSE MOBILIZATION
PROGRAM FOR AFFORDING PROTECTED FACILITIES
TO CERTAIN RELOCATION SITES IN THE
FEDERAL RELOCATION ARC

Tolson _____
Parsons _____
Mohr _____
Belmont _____
Callahan _____
Conrad _____
Malone _____
Rosen _____
Tavel _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Ingram _____
Gandy _____

Memorandum Frohbose to Belmont, dated 12-15-59, discussed a program initiated by the Office of Civil and Defense Mobilization (OCDM) and General Services Administration (GSA) for modifying (hardening) 17 selected relocation sites in the Federal Relocation Arc, including the Bureau's relocation site at [redacted]

Previous information in this matter from OCDM showed the estimated cost figure for modifying this Bureau's site, which would consist of construction of an underground facility of one or two floors, to be in the neighborhood of \$770,000. The amount necessary for this modification was to be included in GSA's fiscal 1961 budget. According to OCDM, the amount for modifying the Bureau's site was being pushed ahead by OCDM and GSA and was definitely to be included in GSA's 1961 fiscal budget.

On 3-13-61, Mr. Henry Dement, Planning Officer, GSA, advised the Defense Plans Unit that the appropriation for modifying the 17 selected relocation sites, including the Bureau's site, was killed by the Appropriations Committee for the 1961 budget under the Independent Offices Appropriations Act. Mr. Dement advised that it appeared that money for this program would not be forthcoming during this fiscal year unless it appeared in the form of a supplemental budget, which Dement considered highly unlikely. Prior to including any appropriation for the modification of the 17 selected relocation sites in a future budget, GSA will solicit the Bureau's final figures on its then existent total space needs.

ACTION: For information.

- 1 - Mr. Parsons 1 - Mr. Mohr
1 - Mr. Callahan (Attention: Mr. Gauthier)
1 - Mr. Conrad (Attention: Mr. Gallagher)
1 - Mr. Malone (Attention: Mr. [redacted])
1 - Mr. Tavel (Attention: Messrs. Stultz and Wherry)
1 - Mr. Belmont 1 - Liaison Section
1 - Defense Plans Unit

WOC:ncb (10)

50 MAR 28 1961

MAR 22 1961

Emergency Headquarters For S.O.G.

Opplans

66-17381-2562
3/MFC/9
WFO

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 02-18-2011 BY 60324 uc baw/sab/clb

Tolson _____
 Mohr _____
 Parsons _____
 Belmont _____
 Callahan _____
 DeLoach _____
 Malone _____
 McGuire _____
 Rosen _____
 Tamm _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Ingram _____
 Gandy _____

TO : Mr. Evans

DATE: 3/9/61

FROM : Mr. Cleveland *WVC*

SUBJECT: DEFENSE PLANS
 SUPPLIES MAINTAINED AT
 RELOCATION SITE

0 Bup/ANS - EMERGENCY HEADQUARTERS -

S. C. G.

Memorandum from Mr. Malone to Mr. Mohr dated February 15, 1961, instructed that each division review its contemplated need for forms at the relocation site based on a thirty days' supply for persons relocated.

The following listed forms for Division VI and Division IX are listed below:

Form Number and Description Division VI
(30-day Supply) Division IX
(30-day Supply)

FD no. { 250 Abstracts, salmon	2,000	2,000
<i>OK</i> { 0-9 Teletype form	200	200
{ SF-79 Notice of Security Investigation		200
<i>K</i> { SF-85 Security Form for Nonsensitive position		250
{ SF-86 Security form for Sensitive position		100
0-42 Form Memo to Identification Division		100
<i>9-7</i> 6-5 Form Letter transmitting Partial Investigation reports to CSC		200
<i>9-14</i> 6-15 Form Letter (used in opening Cases)		1,500
<i>9-14a</i> 6-15a Yellow Copy of 6-15		200
<i>9-19</i> 6-23 Form Memo Transmitting Full Field reports to Internal Security Division, Department of Justice		150
<i>9-21</i> 6-26 Form Letter Transmitting Full Field reports to CSC		150
<i>9-37</i> 6-75 Form Memo Transmitting supplemental reports to Internal Security Division, Department of Justice		75

1-Training and Inspection Division

JH:pas

(9)

57 APR 14 1961

66-17381-2564

EX-112

17 APR 6 1961

Noted by [unclear] 3/25/61

Memorandum to Mr. Evans

Re: DEFENSE PLANS
SUPPLIES MAINTAINED AT
RELOCATION SITE

Form Number and Description	Division VI (30-day Supply)	Division IX (30-day Supply)
9-29 FD No. 6-98 Form Letter Transmitting Supplemental reports of CSC		100
9-35 6-67 Fugitive Index Card		100
9-17 6-21 Deserter, Referral Card		200
9-11 6-11B Memo to Services		200

RECOMMENDATION:

That instant memorandum be directed to the Training
and Inspection Division.

*MS
EAD*

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 02-18-2011 BY 60324 uc baw/sab/cl

Tolson _____
 Parsons _____
 Mohr _____
 Belmont _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Malone _____
 Rosen _____
 Tavel _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Ingram _____
 Gandy _____

TO : Mr. DeLoach

DATE: 3-10-61

FROM : M. *Malone*

SUBJECT: DEFENSE PLANS
 SUPPLIES MAINTAINED AT
 RELOCATION SITE

*OBuplans**Emergency Headquarters**S. O. G.*

Memorandum of J. F. Malone to Mr. Mohr dated 2-15-61, captioned as above, requested that each Division carefully review its contemplated need for forms at the relocation site based on a 30 days' supply for relocatees, and that a revised list be furnished to the Training and Inspection Division by 3-10-61.

The needs of the Crime Records Division have been reviewed and the following forms are being requested for inclusion in the supplies maintained at the relocation site.

FORM	TYPE	QUANTITY
FD-218	Supply Requisition	20
FD-247	Abstract - White/Blue	2000
0-9	Teletype Form	1000
0-10	Sign In Register (Clerical)	30
0-10a	Sign In Register (Agent)	30
0-41	Abstract - Yellow/Pink	2000
SF-1012	Travel Voucher	20
SF-1012A	Travel Voucher Memo	20
SF-1012B	Travel Voucher Memo Continued	20
SF-1012C	Travel Voucher Memo Cont'd Yellow	20

RECOMMENDATION

That this memorandum be forwarded to the Training and Inspection Division pursuant to their request.

57 APR 14 1961

- 1 - Mr. DeLoach
 1 - Mr. Malone
 1 - Mr.
 1 - Forms Management Desk
 1 - Buplans Desk - Room 7635

RLR:cp (8)

REC-119

66-17381-2565

EX-112

APR 6 1961

b7E

DECLASSIFIED
EX-112
3/26/66
2-92
RZR

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 02-18-2011 BY 60324 uc baw/sab/clb

Tolson _____
 Parsons _____
 Mohr _____
 Belmont _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Malone _____
 Rosen _____
 Tavel _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Ingram _____
 Gandy _____

TO : Mr. A. H. Belmont

DATE: March 9, 1961

FROM : R. O. L'Allier

SUBJECT:

DEFENSE PLANS -
 SUPPLIES MAINTAINED AT
 BUREAU RELOCATION SITE

OBvplANS

Reference memoranda Malone to Mohr, dated 2-9-61 and 2-15-61, captioned as above, which recommended each Division review its contemplated need for forms at the relocation site in an emergency and compile a revised listing, to be furnished to the Training and Inspection Division by March 10, 1961.

Headquarters - S.O.G.
 Enclosed herewith is the revised listing of forms necessary for the Domestic Intelligence Division. This listing reflects (1) the types and amounts of forms presently being retained (as taken from the listing attached to memorandum Malone to Mohr dated 2-15-61), (2) the revised request for the Domestic Intelligence Division, and (3) the necessary change to bring the forms inventory at the relocation site into a current status.

RECOMMENDATION:

The attached listing be furnished the Training and Inspection Division.

- 1 - Training and
 Inspection Division
 1 - ~~Mr. Parsons~~
 1 - Mr. Belmont
 1 - Liaison Section
 1 - Mr. Biamonte
 1 - Mr. Mooney

WM:nck-(7)

Enclosure

ENCLOSURE

noted by former desk
 3/25/61
 OK

EX-112

REC-19

66-17381-2566

17 APR 6 1961

57 APR 14 1961

DOMESTIC INTELLIGENCE DIVISION

Forms	Retained at Present	Current Request	Change
FD 1 Assignment Card			
White	100	200	+ 100
Yellow	100	100	None
FD 1A	0	0	None
FD 1D	1300	9000	+ 7700
FD 31 Sign In Register	0	0	None
FD 37 Explanation Change	0	0	None
FD 73 Auto Record Card	0	0	None
FD 218 Supply Requisition (Dated 9-30-54)	0	8	+ 8
FD 245 File Fronts	0	500	+ 500
FD 246 Time & Attendance Cards	0	76	+ 76
FD 247 Abstracts			
White	6500	4600	- 1900
Blue	"	"	"
FD 250 Abstracts			
White	0	0	None
Yellow	0	0	None
Salmon	0	0	None
FD 329 Monthly Report VOT and TIO	0	20	+ 20

ENCLOSURE

1 66-17381-2566

DOMESTIC INTELLIGENCE DIVISION

Forms	Retained at Present	Current Request	Change
0-1 Follow-Up (Dated 9-22-54)	100	100	None
0-4 Invoice			
Bond	0	0	None
Yellow	0	0	None
0-6 Routing Slip to Dept. (Dated 4-28-59)	150	700	+ 550
0-7 Routing Slip to Field (Dated 2-1-61)	700	1600	+ 900
0-9 Teletype (Dated 12-13-56)	17000	19850	+ 2850
0-9A	0	0	None
0-10 Clerical Sign In Register (Dated 1-7-55)	15	35	+ 20
0-10A Agent Sign In Regis- ter (Dated 7-22-59)	0	122	+ 122
0-13 Personnel Info Card (Dated 10-21-59)	20	52	+ 32
0-14 Routing Slip to Other Agencies (Dated 4-28-59)	50	1100	+ 1050
0-14B Routing Slip to State (Dated 4-28-59)	50	0	- 50
0-14C Routing Slip to Coast Guard (Dated 4-28-59)	20	0	- 20
0-14D Routing Slip to ONI (Dated 4-28-59)	100	0	- 100
0-14F Routing Slip to CIA (Dated 4-28-59)	50	0	- 50

Forms	Retained at Present	Current Request	Change
0-14H Routing Slip to Army (Dated 4-28-59)	100	0	- 100
0-14I Routing Slip to Secret Service (Dated 4-28-59)	50	0	- 50
0-14N Routing Slip to OSI (Dated 4-28-59)	100	0	- 100
0-15 Steno Assignment Chart (No Date)	30	60	+ 30
0-27 Overtime Work Sheet -Discontinued-	10	0	- 10
0-33 Steno Daily Report (Dated 7-30-59)	210	840	+ 630
0-40 Special Handling Tag (Dated 4-12-56)	2 pads	2 pads	None
0-41 Abstract (Dated 8-15-56) Yellow	5500	17500	+ 12000
Salmon	"	"	"
0-43 Check/Bond Receipt	5000	80	- 4920
0-44 Routing Slip to Other Govt. Agencies	100	0	- 100
<i>AK</i> SF 63 Memorandum of Call 7540-634-4018	0	25 pads	+ 25 pads
5-24 TT Report Letters			
Bond	25	25	None
Yellow	0	50	+ 50
Thin White	0	50	+ 50
<i>AK</i> 5-27 SI Name Card			
White	50	50	None
Blue	50	50	None
5-29 SI Symbol Card	50	50	None

Forms	Retained at Present	Current Request	Change
5-63 Report Register	: 100	: 100	: None
5-94 Routing Slip Transmitting AEC Data	: 100	: 100	: None
5-113 Informative Note (Dated 1-10-61)	: 500	: 500	: + 500

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 02-18-2011 BY 60324 uc baw/sab/clb

Tolson _____
 Parsons _____
 Mohr _____
 Belmont _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Malone _____
 Rosen _____
 Tavel _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Ingram _____
 Gandy _____

TO : Mr. McGuire

DATE: March 1, 1961

FROM: L. E. Wherry, Jr.

SUBJECT: DEFENSE PLANS
 SUPPLIES MAINTAINED AT
 RELOCATION SITE

at bank
0 Buplans *Emergency Headquarters, S.O. 61-1000*
 Reference memorandum, 2-15-61, from Mr. Malone to Mr. Mohr recommending (1) each division carefully review its contemplated need for forms at the relocation site based on a 30-days' supply for persons relocated, and, (2) each division compile a revised list, furnishing it to the Training and Inspection Division by 3-10-61.

The forms which the Files and Communications Division has in the emergency storage space at the relocation site have been reviewed and attached is the list of the forms and the quantities needed for a 30-day emergency operation at the relocation site.

RECOMMENDATION:

Forward to Training and Inspection Division for appropriate action.

1 - Mr. Stultz, Room 6525, sent separately

Enclosure

LEW:mrp
 (3)

3/1/61

51
 3/1

waited by former Desk
 3/25/61
 REC-79

EX-112

17 APR 6 1961

57 APR 14 1961

SUPPLY

AC

K

3877	Firm Mailing Books	16
3852	Manifold Registry Dispatch Book	3
3811	Return Receipt Card, Registered Mail	500

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 02-18-2011 BY 60324 uc baw/sab/clb

Tolson _____
Parsons _____
Mohr _____
Belmont _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Tavel _____
Trotter _____
W.C. Sullivan _____
Tele. Room _____
Ingram _____
Gandy _____

DATE: 3-9-61

FROM : Mr. Callahan

SUBJECT: DEFENSE PLANS
ADMINISTRATIVE FORMS MAINTAINED AT RELOCATION SITE

EMERGENCY HEADQUARTERS, S.O.G.

In accordance with your request of 2-13-61, a careful review was made of the Buplans supplies maintained at [redacted] for Mr. Mohr's Office and the Administrative Division. The following administrative forms are maintained at the relocation site in sufficient number to provide for a 30-day need for persons in Mr. Mohr's Office and the Administrative Division that are relocated.

"FD" FORMS

37	Explanation Charge for Information	100
73	Auto Record Card	200
246	Time & Attendance Cards	100
250	Abstracts - white	2500
	yellow	4500
284	Purchase Order	100

"O" FORMS

10	Sign In Register	10
41	Abstract - salmon pink	400 400

"SF" FORMS

1012	Travel Voucher	150	
1012A	Travel Voucher Memo	150	
1012B	Travel Voucher Cont'd	150	
1012C	Travel Voucher Memo Cont'd	150	
1034	Vouchers for Purchases & Services	150	
1034A	Vouchers for Purchases & Services	150	
1038	Application for Advancement of Funds	100	
1081	Vouchers & Schedules of Withdrawals & Credit	25	66-17381-2
1096	Voucher Deductions	25	REC-19
1103	U. S. Government Bill of Lading	25	
1113	Public Vouchers for Transportation Charges	25	APR 6 1961
1113A	Public Vouchers for Transportation Charges (memo)	25	

LJG:pha
(2)

57 APR 14 1961

tested by former Jack
3/25/61
dk

REC- 19

100
66-17381-2568

25 APR 6 1961

25

Memo Callahan to Malone

Re: Defense Plans

Administrative Forms Maintained at Relocation Site

1166	Voucher and Schedule of Payments	100 sets
1170	Redemption of Unused Tickets	50

"DIVISION 3" FORMS

3-167	Statement of Differences	100
3-326	Driver Vehicle Check Form	1000

RECOMMENDATION:

None; for information only.

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 02-18-2011 BY 60324 uc baw/sab/clb

Tolson _____
 Parsons _____
 Mohr _____
 Belmont _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Malone _____
 Rosen _____
 Tavel _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Ingram _____
 Gandy _____

TO : Mr. Malone

DATE: 3/10/61

FROM : Mr. Edwards

SUBJECT: DEFENSE PLANS
 SUPPLIES MAINTAINED AT
 RELOCATION SITE

OBuplANS

Reur memoranda to Mr. Mohr dated 2/9/61 and 2/15/61, captioned as above, recommending that each Division review its anticipated need for forms at the relocation site in the event of an emergency and submit revised listing to Training and Inspection Division by 2/10/61.

HEADQUARTERS S. A. G.

In the list of forms attached to the memorandum of 2/15/61, it was shown that the following were maintained at [] for the Training and Inspection Division:

FD-247 - Abstracts (Blue) - 6500
 Abstracts (White) - 6500
 0-9 - Teletype Form - 300

No change has been made since the last inventory, in the personnel designated for relocation from the Training and Inspection Division in the event of an emergency. Therefore it is felt that the supplies on hand for the Division at the [] relocation site are necessary and sufficient. However, the list mentioned above was in error in regard to the item "Form FD-247." This form is a Blue and White Abstract slip rather than separate Blue Abstracts and White Abstracts as indicated in the list. The correct number of Form FD-247s needed should be 6500 which is the actual number on hand at [] for the Division.

The revised list of forms needed for the Training and Inspection Division should be:

REC-19 66-17381-2569

FD-247 (Blue and White Abstract Slip) - 6500

0-9 (Teletype Form) - 300

which are the amounts presently on hand at []

17 APR 6 1961

RECOMMENDATION:

That this memorandum be referred to
 SA H. A. Meyers for handling.

57 APR 14 1961

1 - Mr. H. A. Meyers

1 - Buplans Desk, Room 7635

JER:men (4)

Noted by []
 3/25/61
 []

[]
 []
 []

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 02-18-2011 BY 60324 uc baw/sab/clb

Tolson _____
 Parsons _____
 Mohr _____
 Belmont _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Malone _____
 Rosen _____
 Tavel _____
 Trotter _____
 W.C. Sullivan _____
 Tele. Room _____
 Ingram _____
 Gandy _____

TO : MR. TROTTER *b.h.S.*

DATE: 3-3-61

FROM : B. E. Ponder *BEP*

SUBJECT: DEFENSE PLANS
 SUPPLIES MAINTAINED AT
 RELOCATION SITE

OR Buplans EMERGENCY HEADQUARTERS S.O.G.

Memorandum of J. F. Malone to Mr. Mohr dated 2-15-61 advised that an inventory of forms maintained at [] had been taken and was being routed to each division. It was recommended that each division review its contemplated need for forms at relocation site and furnish a revised list to the Training and Inspection Division.

b7E

A review of the inventory reveals that the Identification Division has no forms stored at [] and does not contemplate the need for any forms during an emergency.

RECOMMENDATION:

Refer to the Training and Inspection Division.

BEP:bmg *bmg*
 (4)

- 1 - Forms Management Desk
- 1 - Buplans Desk, Room 7635

Noted by Forms Desk
3/25/61

REC-112-166-17381-2570

17 APR 6 1961

57 APR 14 1961

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Mohr

DATE: March 28, 1961

FROM : J. F. Malone

SUBJECT: DEFENSE PLANS
SUPPLIES MAINTAINED AT
RELOCATION SITEOPPLANSHEADQUARTERS FOR S.O.G.

Office supplies sufficient for thirty days are maintained at [] for emergency use in the event of relocation. Memorandum dated 2/15/61 from Mr. Malone to Mr. Mohr states that upon receipt of a composite list from each division of its contemplated needs for forms in the relocation site, based on a 30-day supply, a revised list should be submitted.

b7E

There is enclosed a composite list of the forms (FD- (field), "O," Standard, and division forms at the Seat of Government) needed by various divisions of the Seat of Government at the relocation site at []. Similar lists are being forwarded to [] Office and Defense Plans Unit, Domestic Intelligence Division. An appropriate list has also been compiled for each division at the Seat of Government and is being furnished to the employee maintaining the Form Book in respective division.

RECOMMENDATION:

None. For your information.

Enclosure (1)

- 1 - Mr. Belmont
- 1 - Mr. Callahan
- 1 - Mr. Conrad
- 1 - Mr. DeLoach
- 1 - Mr. Evans
- 1 - Mr. Malone
- 1 - Mr. Rosen
- 1 - Mr. Tavel
- 1 - Mr. Trotter
- 1 - Forms Management Desk
- 1 - BuPlans Desk, Room 7635
- 1 - Mr. []
- 1 - Voucher Section

(15)

JVC:fk

12 ENCLOSURE

57 APR 14 1961

Tolson	✓
Parsons	✓
Mohr	✓
Belmont	✓
Callahan	✓
Conrad	✓
DeLoach	✓
Evans	✓
Malone	✓
Rosen	✓
Tavel	✓
Trotter	✓
W.C. Sullivan	✓
Tele. Room	✓
Ingram	✓
Gandy	✓

REC-19

66-17381-2571

APR 4 1961

b7E

X-112

McDOWNEY
WATSON
2-100

FD- FORMS

<u>Form No.</u>	<u>Title of Form</u>	<u>Revision Date</u>	<u>Amount</u>
FD-1	Assignment Card (single)	12/4/57	200 white
		12/4/57	100 yellow
FD-1d	Assignment Card (preinserted carbon)	1/20/53	6000
FD-37	"Blue Slip" (Explanation of Charge for Information)	11/6/53	100
FD-73	Auto Record	10/14/54	200
FD-243	File Front	4/13/60	500
FD-246	FBI Time and Attendance Report	7/30/53	170
FD-247	Abstract (blue and white preinserted carbon)	3/27/53	13,100
FD-250	Single Abstract (salmon, blue, white, yellow)	11/30/54	6500 white 4500 yellow
FD-234	Purchase Order (green)	5/11/59	100
FD-520	Monthly Report - VOT and TIO	7/13/60	20

ENCLOSURE

64-17381-257

NO. FORMS

<u>Form No.</u>	<u>Title of Form</u>	<u>Revision Date</u>	<u>Amount</u>
0-1	Follow-up Letter to the Field Concerning Status of Case	1/3/61	100
0-6	Routing Slip to the Department	12/15/60	700
0-7	Routing Slip to the Field	2/1/61	1000
0-9	Teletype Form (green)	12/13/59	21,300
0-10	Arrival and Departure Register No. 1 (Clerical)	1/7/53	75
0-10a	Arrival and Departure Register No. 1 (Agents)	7/22/59	152
0-13	Personnel Information Card (blue)	3/14/61	53
0-14	Routing Slip from Bureau to Other Government Agencies	4/23/59	1100
0-15	Stenographic Assignment Chart	No date	60
0-53	Stenographer's and Typist's Daily Report	7-30-59	340
0-40	Special Handling Tag (pink)	4/12/56	2 pads
0-41	Abstract (salmon and yellow preinserted carbon)	8/15/56	19,000
0-42	Name Search and Record Check Request	1/20/61	100
0-43	Check or Cond Receipt	3/10/61	80

ENCLOSURE

21-17-21-25-71

STANDARD FORMS

<u>Form No.</u>	<u>Title of Form</u>	<u>Amount</u>
SF 63	Memorandum of Call	25 pads
SF 70	Notice of Security Investigation	200
SF 85	Security Form for Non-sensitive Position	250
SF 89	Security Form for Sensitive Position	100
SF 1012	Travel Voucher	150
SF 1012A	Travel Voucher Memo	150
SF 1012B	Travel Voucher Cont'd	150
SF 1012C	Travel Voucher Memo Cont'd	150
SF 1034	Vouchers for Purchases & Services	100
SF 1034A	Vouchers for Purchases & Services	150
SF 1033	Application for Advancement of Funds	100
SF 1031	Vouchers & Schedule of Withdrawals & Credit	25
SF 1030	Voucher Deductions	25
SF 1103	U. S. Government Bill of Lading	25
SF 1113	Public Vouchers for Transportation Charges	25
SF 1113A	Public Vouchers for Transportation Charges (memo)	25
SF 1103	Voucher and Schedule of Payments	100 pads
SF 1170	Redemption of Unused Tickets	50

IDENTIFICATION DIVISION

NO DIVISION FORMS

ENCLOSURE

60-17-81-257

ADMINISTRATIVE DIVISION

<u>Form No.</u>	<u>Title of Form</u>	<u>Revision Date</u>	<u>Amount</u>
3-167	Statement of Differences (thin white available) Voucher-Statistical Section, Voucher Unit	No date	100
8-323	Driver Vehicle Check Form Budget and Accounting Section, Automotive Matters Unit	3/20/50	1000

TRAINING AND INSPECTION DIVISION

NO DIVISION FORMS

FILES AND COMMUNICATIONS DIVISION

<u>Form No.</u>	<u>Title of Form</u>	<u>Revision Date</u>	<u>Amount</u>
4-37	Return Receipt Card for Bureau Mail Mail Room, Communications Section	12/16/57	1000
4-41	Decoded Copy - Radio and Teletype (pink bond and pink manifold) Communications Section	1-25-61	5000
4-54	Receipt Card for Special Messenger Mail Mail Room, Communications Section	10/11/57	500
4-83	Information Desk - Training Class Pad Front Office	No date	100
4-124	Courier Mail Log Mail Room, Communications Section	3/29/53	100
4-152	Pending Long Distance Ticket Communications Section	4/11/53	100
4-160	Ident File Receipt (yellow and salmon) Records Branch	11/9/54	200 yellow 200 salmon
4-383	Incoming - Outgoing Long Distance Calls, Daily Record of Communications Section	6/23/60	200
4-500	"Return Receipt" Ticket (for return of 4-37, 3x5 card) Mail Room, Communications Section	6/23/60	1000
4-550	Receipt for Classified Material Mailed Mail Room, Communications Section	3/17/55	500
4-533	Relocation Message (green; also avail- able in blocked yellow and thin white)	10/16/60	5000 Green 5000 manif 5000 yellow
4-603	Interagency Message Header (Skeleton Key) Communications Section	12/9/60	2000

FILES AND COMMUNICATIONS DIVISION (continued)

POST OFFICE DEPARTMENT FORMS

<u>Form No.</u>	<u>Title of Form</u>	<u>Revision Date</u>	<u>Amount</u>
3577	Firm Mailing Books		16
3352	Manifold Registry Dispatch Book		3
3311	Return Receipt Card, Registered Mail		500

DOMESTIC INTELLIGENCE DIVISION

<u>Form No.</u>	<u>Title of Form</u>	<u>Revision Date</u>	<u>Amount</u>
5-24	Letter to Field Transmitting Copies of Reports of Confidential Informants (bond and thin letterhead and blocked yellow available) Internal Security Section	3/1/61	25 bond 50 th. wh. 50 yellow
5-27	Name Card for Informant (white or blue) Internal Security Section	9/8/57	50 white 50 blue
5-28	Symbol Card for Security Informant Internal Security Section	No data	50
5-33	Report Register Internal Security Section	7/25/60	100
5-94	Routing Slip Transmitting Atomic Energy Commission (AEC) Data Internal Security Section	8/29/53	100
5-113	Informative Note All Sections	1/10/61	500

66-17531-2571

GENERAL INVESTIGATIVE DIVISION

NO DIVISION FORMS

LABORATORY DIVISION

<u>Form No.</u>	<u>Title of Form</u>	<u>Revision Date</u>	<u>Amount</u>
7-1	Report of FBI Laboratory	9/7/59	1000 bond 1020 manif. 1050 yellow
7-1a	Report of FBI Laboratory (to Law Enforcement Agencies)	9/7/59	1000 bond 1020 manif. 1050 yellow
7-1b	Report of FBI Laboratory (to Field Offices)	No date	1010 bond 2020 manif. 1010 yellow
7-2	Laboratory Work Sheets	No date	1000 bond 1000 green 1000 pink
7-2a	Laboratory Master Work Sheet (pink)	No date	250
7-16	Evidence Receipt	6/3/53	250
7-24	Evidence Transmittal After Examination	1/23/61	250 bond 250 manif. 250 yellow
	"Q" Tabs (formerly 7-25)		1000
7-29	Weekly Case Delinquency Report	2/13/59	500
7-32	Acknowledgment to Federal Agencies	4/16/57	500
7-32a	Acknowledgment to Non-Federal Agencies	4/30/57	500
7-37	Laboratory File Charge-out Card	No date	300
7-40a	Acknowledgment Letter, including Attachment concerning Availability of FBI Laboratory Facilities, etc.	3/25/57	500
7-41	Letter to Field Enclosing Foreign Language Material	1/13/60	20 bond 40 manif. 20 yellow
7-44	Translation Form Letter	11/16/53	100 bond 50 manif. 25 yellow

65-17241-2571

LABORATORY DIVISION (continued)

<u>Form No.</u>	<u>Title of Form</u>	<u>Revision Date</u>	<u>Amount</u>
7-45	Transmitting Source #3 Material	1/30/61	25
7-46	Transmitting Source #3 Material to Liaison for Delivery	1/30/61	25
7-53	Case Assignment Tabulation Record	12/1/53	50
7-72	Report of FBI Laboratory (remarks form) 13 data		1010 bond 1000 manif. 1010 yellow

CRIME RECORDS DIVISION

NO DIVISION FORMS

62-11201-2571

SPECIAL INVESTIGATIVE DIVISION

<u>Form No.</u>	<u>Title of Form</u>	<u>Revision Date</u>	<u>Amount</u>
C-7	Letter to CIG Submitting Reports Covering Preliminary Inquiries in IGI Cases (formerly C-5) ISSIS*	3/22/61	200
C-11	Fugitive Memorandum for Armed Forces (formerly C-11b) Fugitive Section	No date	200
C-14	Letter Ordering Investigation (formerly C-15) ISSIS*	10/23/59	1500
C-14a	Yellow Copy of C-14 (formerly C-15a) ISSIS*	10/23/59	500
C-17	Request for Deporter Fugitive Investigation (formerly C-21) Fugitive Section	No date	200
C-19	Letter Transmittting Reports to the Internal Security Division of the Department (formerly C-23) ISSIS*	2/9/61	150
C-21	Letter Transmittting Reports to Civil Service Commission (formerly C-23) ISSIS*	6/16/59	100
C-21a	Yellow of Form C-21 (formerly C-25a) ISSIS*	6/16/59	150
C-35	Fugitive Index Card with Preinserted Carbons (formerly C-37) Fugitive Section	11/19/59	100
C-37	Memo to Internal Security Division of the Department Transmittting Results of Supplemental Investigation (formerly C-75) ISSIS*	2/9/61	75
C-39	Letter for Transmittting Reports Covering Supplemental Investigations on IGI and LHM Cases (formerly C-33) ISSIS*	3/22/61	100

DOC LAB NOTE

ITEM (S)
CAN NOT
BE SCANNED

DESCRIPTION

Map

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 02-18-2011 BY 60324 uc baw/sab/clb

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 02-18-2011 BY 60324 uc baw/sab/clb

Tolson	_____
Persons	_____
Mohr	_____
Belmont	_____
Callahan	_____
Conrad	_____
DeLoach	_____
Evans	_____
Malone	_____
Rosen	_____
Tavel	_____
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Ingram	_____
Gandy	_____

TO : Mr. Malone

DATE: 3/31/61

Attn: Mr. Edwards

FROM

SUBJECT: ~~CRYPTOGRAPHIC MATERIAL AT~~
EMERGENCY RELOCATION CENTER

Baptans

Auxiliary space
for S.O.G.

Reference is made to the memorandum from Mr. C. F. Downing to Mr. Parsons dated February 3, 1955. This memorandum recommended that a complete inventory of all cipher pads stored at [redacted] be submitted to the Bureau, attention [redacted] April 1, 1955 and once every two years thereafter.

I am submitting herewith an original and one copy of the complete inventory of all cipher pads stored at the Emergency Relocation Center as of this date.

A tickler has been made in order that an inventory may be submitted April 1, 1963.

ACTION:

The enclosed inventory should be forwarded to the Cryptanalysis-Translation Section of the [redacted]

Enclosure

HLS:wgp
(3)

REC-75

EX-114

66-17381-2573

APR 11 1961

50 APR 14 1961

MAR 31 1961

b7E

INVENTORY OF CIPHER PADS STORED AT

482 Regular Cipher Pads (241 Sets)

✓ B08551-08600

✓ B08601-08650

✓ B08651-08700

✓ B00201-00250B

✓ B00251-00300B

✓ B00301-00350B

✓ B00351-00400B

✓ B00401-00450B

✓ B00451-00500B

✓ R00601-00650B

✓ R00651-00700B

✓ R00701-00750B

✓ R00751-00800B

✓ R00801-00850B

✓ R00851-00900B

✓ B00901-00950B

✓ B00951-01000B

✓ B01001-01050B

✓ B01051-01100B

✓ B01101-01150B

✓ B01151-01200B

✓ B01201-01250B

✓ B01251-01300B

✓ B01301-01350B

✓ B01351-01400B

✓ B01401-01450B

✓ B01451-01500B

✓ B01501-01550B

✓ B01551-01600B

✓ B01601-01650B

✓ B01651-01700B

✓ B01701-01750B

✓ B01751-01800B

✓ B01801-01850B

✓ R01851-01900B

✓ R01901-01950B

✓ R01951-02000B

✓ R02001-02050B

✓ R02051-02100B

✓ R02101-02150B

✓ R02151-02200B

✓ R02201-02250B

66-17381-2573
ENCLOSURE

✓ R02251-02300B
✓ R02301-02350B
✓ R02351-02400B
✓ B02501-02550B
✓ B02551-02600B
✓ B02601-02650B
✓ B02651-02700B
✓ B02701-02750B
✓ B02751-02800B
✓ B02801-02850B
✓ B02851-02900B
✓ B02901-02950B
✓ B02951-03000B
✓ B03001-03050B
✓ B03051-03100B
✓ R03101-03150B
✓ R03151-03200B
✓ R03201-03250B
✓ R03251-03300B
✓ R03301-03350B
✓ R03351-03400B

✓ R03401-03450B
✓ R03451-03500B
✓ R03501-03550B
✓ R03551-03600B
✓ R03601-03650B
✓ R03651-03700B
✓ R03701-03750B
✓ B03751-03800B
✓ B03801-03850B
✓ B03851-03900B
✓ B03901-03950B
✓ B03951-04000B
✓ B04001-04050B
✓ B04051-04100B
✓ B04101-04150B
✓ B04151-04200B
✓ B04201-04250B
✓ B04251-04300B
✓ R04301-04350B
✓ R04351-04400B
✓ R04401-04450B

✓ RO4451-04500B
✓ RO4501-04550B
✓ RO4551-04600B
✓ RO4601-04650B
✓ RO4651-04700B
✓ RO4701-04750B
✓ RO4751-04800B
✓ RO4901-04950B
✓ RO4951-05000B
✓ BO5001-05050B
✓ BO5051-05100B
✓ BO5101-05150B
✓ RO5451-05500B
✓ RO6001-06050B
✓ RO6051-06100B
✓ BO6101-06150B
✓ BO6151-06200B
✓ BO6201-06250B
✓ BO6251-06300B
✓ BO6301-06350B
✓ BO6351-06400B

✓ BO6401-06450B
✓ BO6451-06500B
✓ BO6501-06550B
✓ BO6551-06600B
✓ BO6601-06650B
✓ BO6651-06700B
✓ BO6701-06750B
✓ BO6751-06800B
✓ BO6801-06850B
✓ BO6851-06900B
✓ RO6901-06950B
✓ RO6951-07000B
✓ RO7001-07050B
✓ RO7051-07100B
✓ RO7101-07150B
✓ RO7151-07200B
✓ RO7201-07250B
✓ RO7251-07300B
✓ RO7301-07350B
✓ RO7351-07400B
✓ RO7401-07450B

✓ R07451-07500B
✓ R07501-07550B
✓ R07551-07600B
✓ R07601-07650B
✓ R07651-07700B
✓ R07701-07750B
✓ R07751-07800B
✓ R07801-07850B
✓ R07851-07900B
✓ R07901-07950B
✓ R07951-08000B
✓ R08051-08100B
✓ R08101-08150B
✓ R00651-00700C
✓ R00701-00750C
✓ R00801-00850C
✓ R00851-00900C
✓ R00901-00950C
✓ R00951-01000C
✓ R01001-01050C
✓ R01051-01100C

✓ R01201-01250C
✓ R03751-03800C
✓ R03801-03850C
✓ R03851-03900C
✓ R04351-04400C
✓ R04401-04450C
✓ R04451-04500C
✓ R04551-04600C
✓ R04651-04700C
✓ R04751-04800C
✓ R04801-04850C
✓ R04851-04900C
✓ B04901-04950C
✓ B04951-05000C
✓ B06251-06300C
✓ B06301-06350C
✓ B06351-06400C
✓ B06401-06450C
✓ B06451-06500C
✓ R06501-06550C
✓ B06551-06600C

✓ R06601-06650C
✓ B06701-06750C
✓ R06751-06800C
✓ B06801-06850C
✓ R06851-06900C
✓ R07001-07050C
✓ B07051-07100C
✓ B07101-07150C
✓ R07201-07250C
✓ B07301-07350C
✓ B07401-07450C
✓ R00001-00050D
✓ R00051-00100D
✓ R00101-00150D
✓ R00151-00200D
✓ R00201-00250D
✓ R00251-00300D
✓ R00301-00350D
✓ R00351-00400D
✓ R00401-00450D
✓ R00451-00500D

✓ R00501-00550D
✓ R00551-00600D
✓ R00601-00650D
✓ R00651-00700D
✓ R00701-00750D
✓ R00751-00800D
✓ R00801-00850D
✓ R00851-00900D
✓ R00901-00950D
✓ R00951-01000D
✓ R01001-01050D
✓ R01051-01100D
✓ R01101-01150D
✓ R01151-01200D
✓ R01201-01250D
✓ R01251-01300D
✓ R01301-01350D
✓ R01351-01400D
✓ R01401-01450D
✓ R01451-01500D
✓ R01501-01550D

✓ RO1551-01600D
✓ RO1601-01650D
✓ RO1651-01700D
✓ RO1701-01750D
✓ RO1751-01800D
✓ RO1801-01850D
✓ RO1851-01900D
✓ RO1901-01950D
✓ BO2501-02550D
✓ BO2551-02600D
✓ BO2601-02650D
✓ BO2651-02700D
✓ BO2701-02750D
✓ BO2751-02800D
✓ BO2801-02850D
✓ BO2851-02900D

✓ BO2901-02950D
✓ BO2951-03000D
✓ BO3001-03050D
✓ BO3051-03100D
✓ BO3101-03150D
✓ BO3151-03200D
✓ BO3201-03250D
✓ BO3251-03300D
✓ BO3301-03350D
✓ BO3351-03400D
✓ BO3401-03450D
✓ BO3451-03500D
✓ BO3501-03550D
✓ BO3551-03600D
✓ BO3601-03650D

Bureau Cipher Pads

For use in Emergency Relocation Center in
exchanging coded communications with the Field Divisions
and Legal Attaches.

<u>Office</u>	<u>Decoding</u>	<u>Encoding</u>
✓ Albany	5751 to 5800	9601 to 9650
✓ Albuquerque	4201 to 4250	4451 to 4500
✓ Anchorage	8151 to 8200	4351 to 4400
✓ Atlanta	1401 to 1450	3651 to 3700
✓ Baltimore	4651 to 4700	5551 to 5600
✓ Birmingham	6701 to 6750	6951 to 7000
✓ Boston	1901 to 1950	7701 to 7750
✓ Buffalo	9201 to 9250	9701 to 9750
✓ Butte	0301 to 0350	0551 to 0600
✓ Charlotte	9851 to 9900	2751 to 2800
✓ Chicago	7701 to 7750	7501 to 7550
✓ Cincinnati	8501 to 8550	9551 to 9600
✓ Cleveland	7551 to 7600	9501 to 9550
✓ Dallas	4201 to 4250	4451 to 4500
✓ Denver	7601 to 7650	9401 to 9450
✓ Detroit	4701 to 4750	6151 to 6200
✓ El Paso	8151 to 8200	9701 to 9750
✓ Honolulu	9251 to 9300	6051 to 6100
✓ Houston	8951 to 9000	9451 to 9500
✓ Indianapolis	8301 to 8350	2951 to 3000

<u>Office</u>	<u>Decoding</u>	<u>Encoding</u>
✓ Jacksonville	05801 to 05900	00801 to 00900
✓ Kansas City	2151 to 2200	6251 to 6300
✓ Knoxville	8601 to 8650	9651 to 9700
✓ Las Vegas	09401 to 09500	01701 to 01800
✓ Little Rock	7751 to 7800	2251 to 2300
✓ Los Angeles	8351 to 8400	6901 to 6950
✓ Louisville	5801 to 5850	2501 to 2550
✓ Memphis	3851 to 3900	3201 to 3250
✓ Miami	6451 to 6500	6401 to 6450
✓ Milwaukee	3451 to 3500	3701 to 3750
✓ Minneapolis	9451 to 9500	9551 to 9600
✓ Mobile	2201 to 2250	8151 to 8200
✓ Newark	1451 to 1500	1201 to 1250
✓ New Haven	5201 to 5250	5451 to 5500
✓ New Orleans	5551 to 5600	8251 to 8300
✓ New York	9751 to 9800	9501 to 9550
✓ Norfolk	5701 to 5750	5951 to 6000
✓ Oklahoma City	4401 to 4450	9201 to 9250
✓ Omaha	6201 to 6250	6451 to 6500
✓ Philadelphia	5651 to 5700	6701 to 6750
✓ Phoenix	2201 to 2250	2451 to 2500
✓ Pittsburgh	8751 to 8800	8601 to 8650

<u>Office</u>	<u>Decoding</u>	<u>Encoding</u>
✓ Portland	7951 to 8000	8851 to 8900
✓ Richmond	2701 to 2750	2951 to 3000
✓ St. Louis.	7101 to 7150	6751 to 6800
✓ Salt Lake City	0651 to 0700	9401 to 9450
✓ San Antonio	9901 to 9950	9601 to 9650
✓ San Diego	4701 to 4750	7951 to 8000
✓ San Francisco	4101 to 4150	5201 to 5250
✓ San Juan	9551 to 9600	9351 to 9400
✓ Savannah	1351 to 1400	4801 to 4850
✓ Seattle	4351 to 4400	5451 to 5500
✓ Springfield	6701 to 6750	6951 to 7000
✓ Tampa	08401 to 08500	03602 to 03700
Washington Field	✓ R03651-03700D	✓ B01951-02000D
	✓ R03701-03750D	✓ B02001-02050D
	✓ R03751-03800D	✓ B02051-02100D
	✓ R03801-03850D	✓ B02401-02450D
	✓ R03851-03900D	✓ B02451-02500D

Legal Attaches

✓ Bonn, Germany	3201 to 3250	03751 to 03800
✓ London, England	05701 to 05750	04201 to 04250
✓ Madrid, Spain	5201 to 5250	06651 to 06700
✓ Mexico, D.F., Mexico	8201 to 8250	02601 to 02650
✓ Ottawa, Ontario, Canada	9551 to 9600	9401 to 9450

<u>Office</u>	<u>Decoding</u>	<u>Encoding</u>
<u>Legal Attaches</u>		
✓ Paris, France	07901 to 07950	05051 to 05100
✓ Rio de Janeiro, Brazil	7251 to 7300	7451 to 7500
✓ Rome, Italy	07301 to 07350	06501 to 06550
✓ Tokyo, Japan	05001 to 05100	06901 to 07000

Ten Inter-Office Cipher Pads:

✓ No. 00057 through 00066

✓ Five Inter-Office Cipher Pads for Legal Attaches:

No. 00014 thru 00018

✓ Seventy New Reserve Inter-Office Cipher Pads for use during an emergency when the pads currently in effect throughout the field become exhausted or invalid:

No. 10001 thru 10070

✓ Fifteen Reserve Inter-Office Cipher Pads; for Legal Attaches:

No. 10001 thru 10015

Reserve Radio Authentication Pads (new)

✓ 10001 thru 10060

Radio Authentication Pads (current)

✓ 211 thru 220

Letter Pads and Tables, 1 deciphering and 1 enciphering

✓ B08801-08900

✓ R09401-09500

✓ B08901-09000

✓ R09501-09600

✓ B09001-09100

✓ R09601-09700

✓ B09101-09200

✓ R09701-09800

✓ B09301-09400

✓ R09801-09900

Pocket Pads (60 pads - 30 sets)

✓ 00001-00100

✓ 01701-01800

✓ 00101-00200

✓ 11101-11200

✓ 00201-00300

✓ 11801-11900

✓ 00301-00400

✓ 11901-12000

✓ 00401-00500

✓ 12001-12100

✓ 00501-00600

✓ 13001-13100

✓ 00601-00700

✓ 13101-13200

✓ 00701-00800

✓ Z00001-00100

✓ 00901-01000

✓ Z00101-00200

✓ 01001-01100

✓ Z00201-00300

✓ 01101-01200

✓ Z00301-00400

✓ 01201-01300

✓ Z00401-00500

✓ 01301-01400

✓ Z00501-00600

✓ 01501-01600

✓ Z00601-00700

✓ 01601-01700

✓ Z00701-00800

Eleven CONELRAD Radio Call Sign Pads (current)

✓ No. 20043 for WFO and Nos. 20063 thru 20072

Seventy-two RESERVE CONELRAD Radio Call Sign Pads (new)

✓ Nos. 30001 thru 30072

The following cipher pads have been set aside for use by Washington Field Office in exchanging coded messages with the Emergency Relocation Center:

Deciphering

✓ R01951-02000D

✓ R02001-02050D

✓ R02051-02100D

✓ R02401-02450D

✓ R02451-02500D

Enciphering

✓ B03651-03700D

✓ B03701-03750D

✓ B03751-03800D

✓ B03801-03850D

✓ B03851-03900D

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 02-18-2011 BY 60324 uc baw/sab/clb

Tolson	_____
Parsons	_____
Mohr	_____
Belmont	_____
Callahan	_____
Conrad	_____
DeLoach	_____
Evans	_____
Malone	_____
Rosen	_____
Tavel	_____
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Ingram	_____
Gandy	_____

TO : Mr. Conrad

DATE: April 5, 1961

FROM : R. L. Millen

SUBJECT: BUPLANS - Auxiliary Space-S.O.G.
GOVERNMENT OWNED MICROWAVE SYSTEM

b7E

As you know, the Bureau's relocation site at [] has been provided with certain communication circuits as a part of the Interagency Communication System at no cost to the Bureau. The circuits are contracted for by the United States Army Interagency Communications Agency branch of the Signal Corps which has been given the responsibility of setting up a system for communications among the various government agency relocation sites. The terminal equipment is furnished by the Western Union Company and the circuits are provided by American Telephone and Telegraph Microwave with telephone land lines for backup of the microwave circuits. In addition to this, we have our own microwave equipment at [] which is a part of a separate government owned microwave system linking the so-called critical agencies.

This is to advise that on April 3, 1961, Western Union representatives completed the installation and testing of a patching arrangement at [] which will allow the Western Union teletype machines to be utilized on the government owned microwave system as an emergency arrangement in case both the commercial microwave and land lines fail for any reason. This arrangement will not interfere with the operation of the government owned system in any way and would be placed into service only as a last resort in a critical emergency situation.

ACTION:

b7E

None - for information.

- 1 - Mr. Mohr
- 1 - Mr. Malone (Attention: Mr. [])
- 1 - Mr. Belmont (Attention: Mr. Mooney)
- 1 - Mr. Tavel (Attention: Mr. Wherry)

AJB:jjd

(9)

XEROX

APR 17 1961

66 APR 20 1961

66-17381-
NOT RECORDED
17 APR 17 1961

ORIGINAL FILED IN 66-17381-1429

UNITED STATES GOVERNMENT

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 02-18-2011 BY 60324 uc baw/sab/clc

Memorandum

TO : Mr. A. H. Belmont *AKB*

DATE: April 12, 1961

FROM : R. O. L'Aillier *AKB*SUBJECT: DEFENSE PLANS -
OFFICE OF CIVIL AND DEFENSE MOBILIZATION
CLASSIFIED RELOCATION SITE*BUPlans**Auxiliary space FOR S.O.G.*

By previous memoranda, the Director approved designation of the following Bureau personnel for emergency assignment at the Office of Civil and Defense Mobilization (OCDM) Classified Location, in addition to himself and Mr. Tolson:

Mr. Parsons ✓	Mr. Hyde ✓	Mrs. Skillman ✓	Mrs. Williams ✓
Mr. Mohr ✓	Mr. Sizoo ✓	Mrs. Brown ✓	Miss Eggers ✓
Mr. DeLoach ✓	Miss Gandy ✓	Miss Keough ✓	Miss Lurz ✓
Mr. Clayton ✓	Miss Holmes ✓	Miss Weber ✓	Miss Lewis ✓
Mr. MacLennan ✓			

Special identification passes are issued by OCDM to each person having an emergency assignment at the Classified Location. The passes requested for Bureau personnel relocating there have now been obtained and will be delivered to the relocatees in conjunction with this memorandum.

OCDM requires, for control and its security purposes, that (1) the passes be displayed only at the Classified Location and worn at all times on the site; (2) loss of pass must be reported immediately to the relocatee's own agency, which in turn will notify OCDM; (3) pass holders may visit the site on official business without clearing such visits with the OCDM Security Office; however, clearance must be obtained with site administrative personnel prior to visits (Defense Plans Unit will handle any clearances necessary); and (4) if an individual terminates employment with this Bureau or is relieved of relocation responsibility, the pass must be surrendered immediately and returned to OCDM.

An unclassified map has been prepared and is being furnished to each individual receiving a special pass. This map geographically locates the OCDM Classified Location as



- 1 - Mr. Parsons
1 - Mr. Belmont
1 - Mr. Mooney
17 - Each relocatee named
- 1 - Mr. Mohr
1 - Liaison Section

REC-96

25 APR 17 1961

b7E

EX-105

55 APR 19 1961

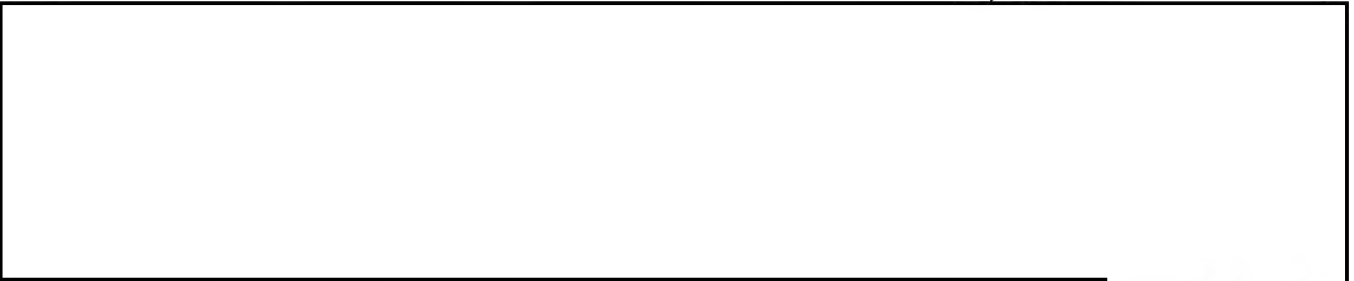
WMM:hck (22)

TRAMPON

Memorandum L'Allier to Belmont

RE: DEFENSE PLANS - OFFICE OF CIVIL AND DEFENSE
MOBILIZATION CLASSIFIED RELOCATION SITE

b7E



Conditions,
as known at the time of evacuation, will be made available to
relocatees and routing will be suggested at that time depending
upon circumstances.

Information necessary for each relocatee for orientation
and to operate efficiently at the Classified Location will be set
forth in one memorandum and subsequently furnished each relocatee.

RECOMMENDATION:

That the special pass and maps be furnished each
relocatee.

ERC

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

done 4/17/61
wm

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 02-18-2011 BY 60324 uc baw/sab/cl

Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Malone _____
 Rosen _____
 Sullivan ✓
 Tavel _____
 Trotter _____
 Tele. Room _____
 Holmes _____
 Gandy _____

TO : Mr. W. C. Sullivan

DATE: June 13, 1961

FROM : R. O. L'Allier *RL*

SUBJECT:

~~DEFENSE PLANS~~~~PERSONNEL DESIGNATIONS~~~~OFFICE OF CIVIL AND DEFENSE MOBILIZATION~~~~CLASSIFIED RELOCATION SITE~~

Memorandum L'Allier to Belmont dated 2-17-61 listed the Bureau's primary relocatees to the Office of Civil and Defense Mobilization (OCDM) Classified Location. OCDM was subsequently furnished a listing of these relocatees and identification badges to assure entry to the site were issued. A suggested new listing is set forth below which includes Mr. Belmont to replace Mr. Parsons.

Director's Office

Director
Miss Gandy
Miss Holmes

Mr. Tolson's Office

Mr. Tolson
Mr. Clayton
Mrs. Skillman
Mrs. Brown

Mr. Belmont's Office

Mr. Belmont
Mr. MacLennan
Miss Keough
Mrs. Williams

Mr. Mohr's Office

Mr. Mohr
Mr. Hyde
Miss Weber
Miss Eggers

Mr. DeLoach's Office

Mr. DeLoach
Miss Lurz

Mr. Sullivan's Office

Mr. Sizoo
Miss Lewis

An identification badge for Mr. Belmont is being requested of OCDM and the badge formerly issued to Mr. Parsons is being returned.

RECOMMENDATION:

If approved, a revised listing of Bureau relocatees will be furnished by Liaison to OCDM.

- 1 - Mr. Belmont
- 1 - Mr. Sullivan
- 1 - Liaison Section
- 1 - Mr. Mooney

WAM:OCK (5)

EX-116

REC-23

66-17381-25818

25 JUN 19 1961

57 JUN 23 1961

MOONEY
LIAISON

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Malone *gm*

DATE: 6/29/61

FROM : H. L. Edwards *HLE**Bu plans - Auxiliary Space
for 5.0-f.*SUBJECT: EMERGENCY LECTURE OUTLINES
MAINTAINED AT

Tolson	_____
Belmont	_____
Mohr	_____
Callahan	_____
Conrad	_____
DeLoach	_____
Evans	_____
Malone	_____
Rosen	_____
Sullivan	_____
Tavel	_____
Trotter	_____
Tele. Room	_____
Ingram	_____
Gandy	_____

b7E

Pursuant to existing instructions, the lecture outline material maintained at under Bu plans has been examined. Obsolete material has been deleted and current material filed. This is to record the fact that the required semi-annual review for the January - June, 1961, period was made 6/28/61.

RECOMMENDATION:

That this memorandum be filed for record purposes.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 02-18-2011 BY 60324 uc baw/sab/clb

1 - Mr. W. W. Mooney, Room 7635

Paul
CED:njs:rip
(3)

REC-18

66-17381-25910

9 JUN 29 1961

EX-113

63 JUL 5 1961

UNITED STATES GOVERNMENT

Memorandum

1 - Malone
1 - Sullivan
1 - SAC, []
1 - Branigan

1 - Whitson
1 - Mooney

TO : MR. SULLIVAN

DATE: June 22, 1961

FROM : W. A. BRANIGAN

SUBJECT: BUPLANS

VITAL RECORDS TO []

Emergency Head Quarters
FOR S.O.G.

Tolson _____
Belmont _____
Mohr _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Ingram _____
Gandy _____

On June 20, 1961, I examined the vital records maintained by the Espionage Section at our Relocation Site. I found the records to be current and correctly filed.

It will be noted that the New York Office has submitted a handbook of what to do in connection with the Bureau's program for rounding up enemy diplomats in the event of hostilities. Included in the handbook is a chain of command. We are writing the New York Office to make certain that the chain of command as included therein is accurate and up to date, in keeping with any administrative changes that have recently been made in the New York Office.

It was also observed that we maintain at our Relocation Site the identities and location of all Soviet-bloc officials in the United States. This is submitted in insert form by the Chicago, New York and Washington Field Offices on a monthly basis. In the future, in transmitting these lists to our Relocation Site, they will be tabbed in order to identify the nationality and the location. This will make the utilization of these lists more efficient.

ACTION:

This is for record purposes.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 02-18-2011 BY 60324 uc baw/sab/clb

WAB:hmm
(7)

REC-83

66-17381-2593

JUL 5 1961

EX-123

63 JUL 6 1961

LITTON

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 02-18-2011 BY 60324 uc baw/sab/clb

Tolson _____
 Belmont _____
 Mohr _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Malone _____
 Rosen _____
 Sullivan _____
 Tavel _____
 Trotter _____
 Tele. Room _____
 Ingram _____
 Gandy _____

TO : Mr. Sullivan *WCH*

DATE: 7-14-61

FROM : Mr. Callahan *WPC*
*WPC*SUBJECT: BUPLANS
EVACUATION - KEY EMPLOYEES*Emergency Headquarters For S.O.G.*

Special Agent William Mooney, Supervisor, Defense Plans Desk, requested that the Administrative Division make arrangements for transporting key evacuees of the Domestic Intelligence Division from 1730 K Street, N.W., to the relocation site at [REDACTED] Arrangements have been made with Mr. R. T. Mitchell of the A.B. & W. Transit Company to obtain necessary buses from in front of the Old Post Office Building to transport relocatees out of Washington. The following arrangements have been perfected. *WCH*

Dispatching of automotive equipment will be as follows:

[REDACTED]

The Buplans for the Administrative Division are being revised to incorporate the above arrangements.

RECOMMENDATION:

None; for information only

EX-100

REC-13

JUL 19 1961

50 JUL 25 1961

LJG:phap (3)

1 - Mr. Mooney (Sent Direct)

66-17381-

66-17381-2597

5 JUL 19 1961

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Conrad

DATE: July 28, 1961

FROM : R. H. Jevons

SUBJECT:

BUPLANS

- Emergency Headquarters
SECRET WRITING TRUNK

FOR S.O.G.

Tolson	_____
Belmont	_____
Mohr	_____
Callahan	_____
Conrad	_____
DeLoach	_____
Evans	_____
Malone	_____
Rosen	_____
Sullivan	_____
Tavel	_____
Trotter	_____
Tele. Room	_____
Ingram	_____
Gandy	_____

W. M. Hooney
Asst.

b7E

On 7/27/61, the secret writing supplies maintained in a trunk at [redacted] were inspected and found to be in good condition. Nothing was added or deleted.

A card is on the outside of the trunk with the notation "NOT TO BE OPENED WITHOUT THE SPECIFIC AUTHORIZATION OF THE ASSISTANT DIRECTOR OF THE FBI LABORATORY."

A list of supplies maintained in the trunk is in Bufile 80-604. Another copy is inside the trunk.

The trunk was locked and resealed.

RECOMMENDATION:

It is recommended that this trunk be maintained in a sealed condition and only opened annually for inspection.

1 - 80-604

RED:KO (6)

K2 RED

REC-42 66-17381-

2600

AUG 2 1961

EX-113

TOLSON
Hunt

58 AUG 8 1961

80-604-1
UNRECORDED COPY FILED IN

UNITED STATES GOVERNMENT

Memorandum

Tolson _____
 Belmont _____
 Mohr _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Malone _____
 Rosen _____
 Sullivan _____
 Tavel _____
 Trotter _____
 Tele. Room _____
 Ingram _____
 Gandy _____

TO : Mr. W. C. Sullivan

DATE: September 22, 1961

FROM : R. O. L'Allier

Buplans

- Emergency Headquarters for

SUBJECT: DEFENSE PLANS - RELOCATION PROCEDURES
CHECK-OFF OF PERSONNEL

S.O.G.

Memorandum L'Allier to Sullivan 9-12-61 set forth revised procedures for the check-off of personnel during regular duty hours as they depart for the Bureau's relocation site in an emergency. There are set forth below instructions and assignments made in connection with these revised procedures.

Relocates in the Justice Building should be advised to go to the 1500 Corridor where they will be checked off and directed to available transportation. Relocates assigned in the Identification Building, the FBI Annex, and the Riddell Building will check off and depart from those buildings. There will be two check-off points in the Riddell Building - the Elevator Lobbies of the 6th and 8th Floors - and relocates will depart from the Riddell Building by available transportation.

Two relocatee coordinators have been designated - one to coordinate operations in the Justice Building, Identification Building, and FBI Annex; the other for the Riddell Building. Additional personnel have been designated to handle the actual check-off of relocates and relay results to the relocatee coordinators. These designations are as follows:

Relocatee Coordinator (Justice Building,
 Identification Building, FBI Annex)

Check-Off - Justice Building
 Check-Off - Identification Building
 Check-Off - FBI Annex

- SA A. B. Fipp
 - SA A. B. Fipp
 - SA B. E. Ponder
 - SA G. T. Bergquist

Relocatee Coordinator (Riddell Building)

Check-Off - 8th Floor
 Check-Off - 6th Floor

- SA J. J. Foarde
 - SA J. J. Foarde
 - SA Arbor Gray

The Buplans Unit has prepared a listing of all relocates which will serve as a check-off sheet. This list should be maintained by those Agents having check-off and relocatee coordination responsibilities. The listing consists of five alphabetical groupings

1-Mr. Ingram 1-Mr. Clayton

1-Mr. Belmont 1-Mr. Mohr

1-Each Assistant Director

(Attention: Division Buplans Coordinator)

1-Each Section Chief, Domestic Intelligence Division

(Attention: Section Buplans Coordinator)

1-Mr. Fipp 1-Mr. Bergquist

1-Liaison 1-Buplans Unit

HMA:nck (24)

66 OCT 4 1961

SEP 27 1961

66-17381-2607

Memorandum L'Allier to Sullivan
RE: DEFENSE PLANS - RELOCATION PROCEDURES
CHECK-OFF OF PERSONNEL.

of relocatees - those assigned in Justice Building, FBI Annex, Identification Building, Riddell Building 6th Floor, and Riddell Building 8th Floor. The listing will be revised and reissued periodically by the Buplans Unit. All future changes concerning relocatees should be immediately brought to the attention of the Buplans Unit by routing slip. The Buplans Unit, after noting the change (and adjusting the master copy of the listing of relocatees), will forward the routing slip to the appropriate check-off or relocatee coordinator.

Concerning the defense plans tickler whereby each Division and Executive Office submits a current listing of relocatees every 60 days, it will no longer be necessary to designate a copy of the listing to the relocatee coordinator; however, a copy should be designated to the Buplans Unit. (In instances where there is no change in the listing of relocatees previously submitted, it is necessary only to forward a routing slip to the Buplans Unit so stating.)

ACTION:

For information.

mcys *Q* *DD* *gre*

PERM. FILES

October 5, 1961

Medical Officer in Charge
United States Public Health
Service Outpatient Clinic
Department of Health, Education
and Welfare, South Building
Fourth and D Streets, Southwest
Washington 25, D. C.

Dear Sir:

name the
[redacted] an employee of this Bureau,
is being referred to your clinic for the determination of
blood type and Rh-factor.

You are authorized to bill the Federal Bureau of
Investigation \$6.00.

Very truly yours,

Personnel Officer

mek
MEK: jms
(6)

1 - J. S. Johnson

NOTE: It was recommended and approved 12/30/55 per memo
entitled "War Plans - Blood Data" that employees on the
evacuation list at SOG whose blood types and factors are
unknown be typed and factored at USPHS at \$6.00 each. These
names are being furnished USPHS at its request in order that
it may prepare and submit voucher to Bureau for payment.

Ten
Bent
M
Cogan
Coh
Delich
Eva
Mal
Rose
Sullivan
Tavel
Trotter
Tele. Room
Ingram
Gandy

Det. to REC-23

XEROX

X-102

OCT 11 1961

OCT 6 1961

OCT 13 1961

MAIL ROOM TELETYPE UNIT



8



FILED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 02-18-2011 BY 60324 uc baw/sab/clc

October 5, 1961

Medical Officer in Charge
United States Public Health
Service Outpatient Clinic
Department of Health, Education
and Welfare, South Building
Fourth and D Streets, Southwest
Washington 25, D. C.

Baplan
Emergency Hospital
Mr. S. O. G.

Dear Sir:

Name with initials

an employee of this Bureau,
is being referred to your clinic for the determination of
blood type and Rh factor.

b6
b7C

You are authorized to bill the Federal Bureau of
Investigation \$6.00.

Very truly yours,

Personnel Officer

MEK: jms jms
(6)

1 - J. S. Johnson

NOTE: It was recommended and approved 12/30/55 per memo
entitled "War Plans - Blood Data" that employees on the
evacuation list at SOG whose blood types and factors are
unknown be typed and factored at USPHS at \$6.00 each. These
names are being furnished USPHS at its request in order that
it may prepare and submit voucher to Bureau for payment.

Let. to be given to

- Tolson _____
- Belmont _____
- Mohr _____
- Callahan _____
- Conrad _____
- DeLoach _____
- Evans _____
- Malone _____
- Rosen _____
- Sullivan _____
- Tavel _____
- Trotter _____
- Tele. Room _____
- Ingram _____
- Gandy _____

REC-23

66-17381-2609

19 OCT 6 1961

XEROX

OCT 12 1961

X-102

64 OCT 16 1961

TELETYPE UNIT ☐

October 5, 1961

Duplans

Medical Officer in Charge
United States Public Health
Service Outpatient Clinic
Department of Health, Education
and Welfare, South Building
Fourth and D Streets, Southwest
Washington 25, D. C.

Dear Sir:

Name checked with monument
[redacted] an employee of this Bureau,
is being referred to your clinic for the determination of
blood type and Rh factor.

You are authorized to bill the Federal Bureau of
Investigation \$6.00.

Very truly yours,

Personnel Officer

me MEK:jms *jms*
(6)

1 - J. S. Johnson

NOTE: It was recommended and approved 12/30/55 per memo
entitled "War Plans - Blood Data" that employees on the
evacuation list at SOG whose blood types and factors are
unknown be typed and factored at USPHS at \$6.00 each. These
names are being furnished USPHS at its request in order that
it may prepare and submit voucher to Bureau for payment.

List to be given to empl.

Tolson _____
Belmont _____
Mohr _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Ingram _____
Gandy _____

OCT 12 1961

XEROX

REC-23

EX - 102

19 OCT 6 1961

64 OCT 16 1961

MAIL ROOM ☐ TELETYPE UNIT ☐

October 5, 1961

PERS. FILES

Medical Officer in Charge
United States Public Health
Service Outpatient Clinic
Department of Health, Education
and Welfare, South Building
Fourth and D Streets, Southwest
Washington 25, D. C.

Dear Sir:

Name with Warrent
[Redacted] an employee of this Bureau,
is being referred to your clinic for the determination of
blood type and Rh factor.

You are authorized to bill the Federal Bureau of
Investigation \$6.00.

Very truly yours,

Personnel Officer

MEK:jms:jms
(6)

1 - J. S. Johnson

NOTE: It was recommended and approved 12/30/55 per memo
entitled "War Plans - Blood Data" that employees on the
evacuation list at SOG whose blood types and factors are
unknown be typed and factored at USPHS at \$6.00 each. These
names are being furnished USPHS at its request in order that
it may prepare and submit voucher to Bureau for payment.

Tolson _____
Belmont _____
Mohr _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Ingram _____
Gandy _____

Let to be given to empl.

XEROX

OCT 12 1961

19 OCT 6 1961

62 OCT 13 1961
MAIL ROOM TELETYPE UNIT

REC-21

66-17381-2611

muk

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 02-18-2011 BY 60324 uc baw/sab/clb

~~PERG FILES~~

October 5, 1961

Medical Officer in Charge
United States Public Health
Service Outpatient Clinic
Department of Health, Education
and Welfare, South Building
Fourth and D Streets, Southwest
Washington 25, D. C.

Dear Sir:

an employee of this Bureau,
is being referred to your clinic for the determination of
blood type and Rh factor.

You are authorized to bill the Federal Bureau of
Investigation \$6.00.

Burglars - Emergency Hdqts. Very truly yours,
For S.O.G.

REC-95 66-17381-2614 Personal Officer

MEK:jms
(6)

19 OCT 12 1961

1 - J. S. Johnson

NOTE: It was recommended and approved 12/30/55 per memo
entitled "War Plans - Blood Data" that employees on the
evacuation list at SOG whose blood types and factors are
unknown be typed and factored at USPHS at \$6.00 each. These
names are being furnished USPHS at its request in order that
it may prepare and submit voucher to Bureau for payment.

- Tolson _____
- Parsons _____
- Mohr _____
- Belmont _____
- Callahan _____
- Conrad _____
- DeLoach _____
- Evans _____
- Malone _____
- Rosen _____
- Tavel _____
- Trotter _____
- W.C. Sullivan _____
- Tele. Room _____
- Ingram _____
- Gandy _____

Let to be given to my C.

XEROX
OCT 18 1961
RWH

3/mek

58 OCT 19 1961

MAIL ROOM ☒ TELETYPE UNIT ☐

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. W. C. Sullivan

DATE: October 16, 1961

FROM : R. O. L'Allier

SUBJECT:

DEFENSE PLANS - 30.9.
BRIEF OF BUREAU RELOCATION PLANTolson _____
Belmont _____
Mohr _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Ingram _____
Gandy _____

The above-captioned document has been revised and as a result thereof completely retyped. The new document should be substituted for the one now on hand. The original is for the Director's copy of the Brief.

The Brief was revised to make corrections necessary because of reorganization of the Office of Civil and Defense Mobilization (OCDM), with the new name of Office of Emergency Planning (OEP). This made a change in name throughout the document. The revised document also shows changes brought about by the move of the Domestic Intelligence Division to the Riddell Building. These changes were, in the main, changes of telephone extensions and room numbers. All the items in the appendices were revised and brought up to date, including the emergency relocation site listing of various Departments and agencies of the Government, as well as charts and maps to be used in connection with relocation. The appendices have been reorganized so as to eliminate the large number of tabs. These revisions make no fundamental changes in the document, but merely bring it up to date.

RECOMMENDATION:

That the retyped copy of the Brief be substituted for the present copy.

1 - Mr. Ingram	(with enclosure)
1 - Mr. Belmont	" "
1 - Mr. Mohr	" "
1 - Mr. Tavel	" "
1 - Mr. DeLoach	" "
1 - Mr. Sullivan	" "
1 - Liaison Section	" "
1 - Mr. Anderson	" "

REC- 31

Enclosure

HIA:nck (9)

63 OCT 23 1961

22 OCT 19 1961

5-11/18/61
ANDERSON

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 02-18-2011 BY 60324 uc baw/sab/clb

2-original & duplicate
1-yellow
1-Liaison Section
1-Buplans. Unit
1-Mail Room (sent direct)

SAC, Washington Field (66-2233)

October 24, 1961

Director, FBI

U BUREAU WAR PLANS

PERSONAL ATTENTION

~~DEFENSE PLAN~~
~~EMERGENCY EVACUATION~~

ReBulet 10-27-60 which enclosed material in connection with the emergency relocation of Bureau Officials and the Attorney General.

Enclosed herewith are 23 copies of a revised list of relocation sites of Government agencies dated 10-19-61. The old lists dated 10-25-60 should be destroyed with an appropriate record made of the destruction.

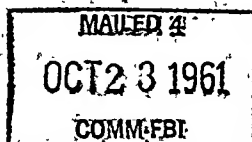
The enclosed material is classified "~~Top Secret~~" and it must be handled and maintained in accordance with the requirements of Executive Order 10501 and a proper record kept of its distribution.

Enclosures (23)

HMA:ncb (6)

NOTE: WFO receives these lists because its employees are assigned responsibilities in connection with the relocation of Bureau Officials and the Attorney General. This listing is periodically brought up to date.

Listing is classified "~~Top Secret~~" inasmuch as it contains the identity of all Government relocation sites, some of which are individually classified "~~Top Secret~~."



REC-39

66-17381-2619

10 OCT 24 1961

MAIL ROOM ☐ TELETYPE UNIT ☐

Tolson _____
Belmont _____
Mohr _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Ingram _____
Gandy _____

62 OCT 26 1961

UNITED STATES GOVERNMENT

Memorandum

TO : MR. SULLIVAN *we*

DATE: 10-20-61

FROM : MR. BRANIGAN *Set*SUBJECT: BUREAU PLANS
VITAL RECORDS
TO []ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 02-18-2011 BY 60324 uc baw/sab/clc

Tolson _____
 Belmont _____
 Mohr _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Malone _____
 Rosen _____
 Sullivan _____
 Tavel _____
 Trotter _____
 Tele. Room _____
 Ingram _____
 Gandy _____

On 10-18-61 I examined the documents of the Espionage Section which are maintained among the vital records stored at [] I found these documents to be current and correctly filed and they would be useable in the event of an emergency.

In view of the break up of the United Arab Republic and in view of the failure of the USSR to actually take over control of any of the Arab countries, it is believed that the documents relating to Arab official personnel and the Arabic translation of a document to be delivered under our PRODIP Program can now be returned to the Bureau in Washington. In the event there is a change in the political situation, these documents would be returned to []

ACTION:

This is submitted for your information and it is requested that SAC [] have the two Arabic documents referred to above returned to the Espionage Section.

WAB:hrt
(8)
 1 - Mr. Malone
 1 - Mr. Sullivan
 1 - Mr. []
 1 - Mr. Anderson
 1 - Mr. Whitson
 1 - Mr. Branigan

REC-20
 DEMB

OCT 25 1961

EX-112

OCT 30 1961

OCT 30 1961

FMB

Emergency headquarters
FOR S.O.G.
Buplans

b7E

b7E

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. W. C. Sullivan DATE: October 24, 1961

FROM : R. O. L'Allier

SUBJECT: DEFENSE PLANS -
BRIEF OF BUREAU RELOCATION PLAN

Tolson _____
 Belmont _____
 Mohr _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Malone _____
 Rosen _____
 Sullivan _____
 Tavel _____
 Trotter _____
 Tele. Room _____
 Ingram _____
 Gandy _____

Attached are revised pages to the above-captioned document. The original pages are for the Director's copy of the Brief.

Cover Page (reflecting current date)
 Page 5

RECOMMENDATION:

That copies of the Brief of Bureau Relocation Plan be amended by inserting the attached revised pages.

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 02-18-2011 BY 60324 uc baw/sab/cis

1 - Mr. Ingram (with enclosures)
 1 - Mr. Belmont "
 1 - Mr. Mohr "
 1 - Mr. Tavel "
 1 - Mr. DeLoach "
 1 - Mr. Sullivan "
 1 - Liaison Section "
 1 - Mr. Anderson "

Enclosures

JWA:nck (9)

66-17381-
 NOT RECORDED
 13 OCT 21 1961

56 NOV 2 1961

December 19, 1961

Medical Officer in Charge
United States Public Health
Service Outpatient Clinic
Department of Health, Education
and Welfare, South Building
Fourth and D Streets, Southwest
Washington 25, D.C.

Dear Sir:

Name checked with Movement
[redacted] an employee of this Bureau is
being referred to your clinic for the determination of blood
type and Rh factor.

You are authorized to bill the Federal Bureau
of Investigation \$7.00.

Very truly yours,

Personnel Officer

MEK:em
(6)

1 - J. S. Johnson

EX-108

66-17381-2637
10 DEC 20 1961

NOTE: It was recommended and approved 12/30/55 per memo
entitled "War Plans - Blood Data" that employees on the
evacuation list at SOG whose blood types and factors are
unknown be typed and factored at USPHS at \$7.00 each. These
names are being furnished USPHS at its request in order that
it may prepare and submit voucher to Bureau for payment.

Tolson _____
Belmont _____
Mohr _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Ingram _____

EX-108

DEC 28 1961

57 DEC 29 1961

TELETYPE UNIT ☐

REC'D/REC. UNIT

December 19, 1961

0
Buglins

- Emergency Headquarters

Medical Officer in Charge
United States Public Health
Service Outpatient Clinic
Department of Health, Education
and Welfare, South Building
Fourth and D Streets, Southwest
Washington 25, D.C.

Dear Sir:

*checked
11/11/61
M. J. [unclear]*

an employee of this Bureau,
is being referred to your clinic for the determination of
blood type and Rh factor.

You are authorized to bill the Federal Bureau
of Investigation \$7.00.

Very truly yours,

Personnel Officer

66-17381-2639

2-10-61
MEK:emv
(6)

1 - J. S. Johnson

19 DEC 20 1961

EX-108

NOTE: It was recommended and approved 12/30/55 per memo
entitled "War Plans - Blood Data" that employees on the
evacuation list at SOG whose blood types and factors are
unknown be typed and factored at USPHS at \$7.00 each. These
names are being furnished USPHS at its request in order that
it may prepare and submit voucher to Bureau for payment.

Tolson _____
Belmont _____
Mohr _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Ingram _____
Gandy _____

DEC 20 1961
MAIL ROOM

TELETYPE UNIT

It is to be given to [unclear]

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 02-18-2011 BY 60324 uc baw/sab/clg

Tolson ☒
 Belmont ☒
 Mohr ☒
 Callahan ☒
 Conrad ☒
 DeLoach ☒
 Evans ☒
 Malone ☒
 Rosen ☒
 Sullivan ☒
 Tavel ☒
 Trotter ☒
 Tele. Room ☒
 Ingram ☒
 Gandy ☒

TO : Mr. Conrad

DATE: December 22, 1961

FROM : C. F. Downing

SUBJECT: BUPLANS COMMUNICATIONS
BUREAU RELOCATION SITEAuxiliary space for S.O.G.

U. S. Army Interagency Communications Agency has forwarded seven copies of Interagency Communication System (ICS) Mobile Radiotelephone Subscribers List, dated December 20, 1961. This list supersedes ICS Mobile Radiotelephone Subscribers List, dated December 1, 1961. The following distribution is being made separately:

Four copies Director's Office (one to be placed in the Director's automobile).

One copy Mr.

Two copies Mr. Wherry, Communications Section.

The above ICS Mobile Radiotelephone Subscribers List is to be retained in the small envelope attached inside the back cover of ICS 110 (D), Three-Channel Mobile Radiotelephone Service Manual.

ACTION:

All holders of ICS 110 (D) should confirm receipt of above-mentioned ICS Mobile Radiotelephone Subscribers List by routing slip and return superseded list, attention Cryptanalysis-Translation Section.

66-17385

- 1 - Director's Office (Attention: Mr. Ingram)
- 1 - Mr. (PERSONAL ATTENTION)
- 1 - Mr. Sullivan (Attention: Mr. H. M. Anderson)
- 1 - Mr. Tavel (Attention: Mr. Wherry)

JWN:jke

(10)

SAB:

NOT RECORDED

176 JAN 2 1962

25 DEC 29 1961

XEROX
JAN 25 1962

57 JAN 10 1962

ORIGINAL FILED IN 66-17385-1530

b7E

UNITED STATES GOVERNMENT

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 02-18-2011 BY 60324 uc baw/sab/clc

Memorandum

Tolson _____
 Belmont _____
 Mohr _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Malone _____
 Rosen _____
 Sullivan _____
 Tavel _____
 Trotter _____
 Tele. Room _____
 Ingram _____
 Gandy _____

TO : MR. MALONE

DATE: 12/28/61

FROM : MR. EDWARDS

SUBJECT: BUPLANS - Emergency Headquarters for S.O. [Signature]
 SUPPLIES MAINTAINED AT RELOCATION SITE

SAC [] furnished the enclosed inventory of Buplans expendable supplies which are maintained at the relocation site.

This inventory is complete except for the various forms which are not listed due to the constant changes and revisions of the forms. All forms as set forth in the composite list in the letter from you to Mr. Mohr dated March 27, 1961, are presently stored at the relocation site or are on order for delivery by the various divisions to the site.

ACTION:

This memorandum and enclosed inventory list should be forwarded to the Buplans Desk of the Domestic Intelligence Division.

1 - Mr. Sullivan
 Attention: Mr. Hugh M. Anderson

HLS:mes
 (4)

REC-104

66-17381-2641

9 JAN 9 1962

Inventory detached
 and retained in
 Buplans Unit
 1-8-62 HMA/peg

64 JAN 12 1962

UNITED STATES GOVERNMENT

Memorandum

Tolson ✓
Belmont ✓
Mohr ✓
Callahan ✓
Conrad ✓
DeLoach ✓
Evans ✓
Malone ✓
Rosen ✓
Sullivan ✓
Tavel ✓
Trotter ✓
Tele. Room ✓
Ingram ✓
Gandy ✓

TO : Mr. Mohr

DATE: February 28, 1962

FROM : W. S. Tavel

SUBJECT: TELEPHONE EQUIPMENT - RELOCATION
SITE, [REDACTED]

BUREAU WAR PLANS EMERGENCY
HEADQUARTERS 900 50th St.
During the inspection of the Training and Inspection Division, the telephone facilities at the [REDACTED] were checked. It was observed that the Western Electric 100 Key-type telephone equipment is installed for handling telephone calls to the Director. This type of equipment was being used in the Director's office at the time [REDACTED] was designated as the Bureau's relocation site.

As you know, we converted equipment in the Director's telephone room here at the Bureau to new and less complicated equipment, from an operation standpoint, than the 100 Key-type. At the time the new equipment was installed, we explored the possibility of installing identical equipment at the [REDACTED] however, the local telephone company serving the [REDACTED] was unable to furnish the equipment as Western Electric had not, at that time, released the instruments to non-Bell telephone companies. Recently, the new instruments have been released to the independent telephone companies. I feel that now this equipment is available to the independent telephone industry, we should make the Director's telephone room equipment at [REDACTED] identical from an operation standpoint to the equipment used in his office at present. There will be no changes in the Director's telephone instrument in his office as [REDACTED] as the instrument that is now installed is identical, from an operation standpoint, to the set now on his desk.

I have caused a check to be made with the [REDACTED] the company serving the area, and have ascertained that they can now furnish the type of service we need. From the estimates they furnish, the Bureau will save \$117 on a non-recurring equipment change cost and \$13.90 per month on equipment rental. In addition, we will save approximately \$40 per month in salary costs. With the removal of the air conditioning equipment from the basement of the [REDACTED] the telephone terminal.

CKC:neb:bwd (8)

1 - Mr. Mohr

1 - Mr. Sullivan (Attention Mr. H. M. Anderson, Room 849 RB)

1 - Mr. Conrad, (Attention Mr. Millen, Room 7114)

1 - Mr. Malone (Attention Mr. [REDACTED])

1 - Mr. Newman

1 - Mr. Wherry

57 MAR 27 1962

REC-28

25 MAR 13 1962

66-17381-2654

Memorandum W. S. Tavel to Mr. Mohr
RE: TELEPHONE EQUIPMENT - RELOCATION
SITE, [REDACTED]

equipment associated with the Director's telephone service will have to be changed to another location. The cost estimates for this change are in the neighborhood of \$170. The installation for new equipment will cost approximately \$53, a savings of \$117. We are presently paying \$43.90 per month for the Director's telephone equipment at [REDACTED]. Cost for the new equipment will be \$30 per month, a savings of \$13.90 per month. If calls for the Director are to be handled smoothly and efficiently with the existing equipment at the Academy, two employees who would normally handle the calls for the Director should go to [REDACTED] at least once each month to practice handling telephone traffic. With the new equipment, such practice will not be necessary as the performance of the proposed equipment will be checked by the Electronic Maintenance Technician assigned to the [REDACTED].

b7E

The Laboratory has supervised the installation of the equipment in the Director's office both at the Seat of Government and the relocation site and, therefore, should follow the installation of the proposed equipment.

RECOMMENDATIONS:

It is recommended that:

(1) The telephone equipment for the Director's office at the [REDACTED] relocation site be made identical, from an operation standpoint, to equipment presently installed in his office.

b7E

(2) If the above is approved, the Laboratory and the Training and Inspection Divisions arrange for installation of the above equipment at [REDACTED].

GRC
*Central Mutual V.
Co has work order
& make change
& Morins will install
conduit. Job following.
3/26 JWC*

[Signature]

[Signature]
- 2 -

[Signature]

ST 2/28

UNITED STATES GOVERNMENT

Memorandum

TO : MR. MALONE

DATE: 2/23/62

FROM : MR. EDWARDS

SUBJECT: BUPLANS - Emergency Headquarters
SUPPLIES MAINTAINED AT RELOCATION SITE

Tolson _____
 Belmont _____
 Mohr _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Malone _____
 Rosen _____
 Sullivan _____
 Tavel _____
 Trotter _____
 Tele. Room _____
 Ingram _____
 Gandy _____

By letter dated 2/9/61 from you to Mr. Mohr a system was recommended to insure that forms stored at the relocation site are up to date. As a part of this system, it was recommended that an annual tickler be set for March 5, at [] to check the forms on hand for the latest revision date.

SAC [] advises that [] has recently completed the taking of an inventory of the expendable supplies maintained at the relocation site, including the various forms, and the revision dates of the forms were checked to see that they corresponded with the revision dates listed in your letter to Mr. Mohr dated 3/27/61. Where the dates did not correspond, new forms were ordered.

However, [] is not always aware of the revision of a form, and if the revision warrants a requisition of the revised forms to replace those stored at the relocation site. This, of course, is especially true of Division form revisions of which [] may be completely unaware.

SA Elmer W. Raper discussed this matter with SA Hugh M. Anderson, Buplans Desk, Domestic Intelligence Division, and SA Anderson agreed that [] would not know of all revisions of forms, especially Division forms. SA Anderson advised SA Raper that it is his, Anderson's, responsibility to know when forms are revised and whether the revision warrants a requisition of the revised form. He agrees that [] should not have the responsibility for this.

RECOMMENDATIONS:

That the Buplans Desk, Domestic Intelligence Division, be solely responsible for the currentness of Bureau forms at the relocation site.

1 - Mr. Sullivan

(Attention Hugh M. Anderson) MAR 14 1962

1 - Voucher Section

1 - Buplans - General

1 - Forms Management Desk

1 - [] Inventory - General

1 - Buplans - Supplies

EWR:mes

58 MAR 21 1962

28

UNITED STATES GOVERNMENT

Memorandum

Tolson ☒
 Belmont ☒
 Mohr ☒
 Callahan ☒
 Conrad ☒
 DeLoach ☒
 Evans ☒
 Malone ☒
 Rosen ☒
 Sullivan ☒
 Tavel ☒
 Trotter ☒
 Tele. Room ☒
 Holmes ☒
 Gandy ☒

TO : Mr. W. C. Sullivan *WCS*

DATE: March 22, 1962

FROM : D. J. Brennan *APV*

SUBJECT: Buplans
 DEFENSE PLANS -
 PERSONNEL DESIGNATIONS
 OFFICE OF EMERGENCY PLANNING
 CLASSIFIED RELOCATION SITE

Memorandum L'Allier to Belmont dated 2-17-61 listed the Bureau's primary relocatees to the Office of Civil and Defense Mobilization (OCDM) Classified Relocation Site. Thereafter, OCDM was furnished a listing of these relocatees, and identification badges to assure entry to the site were issued. (The Office of Emergency Planning (OEP), a successor agency to OCDM, now has responsibility for the Classified Relocation Site.)

A suggested new listing of Bureau relocatees to the OEP Classified Relocation Site is set forth below, which includes two replacements in Mr. Belmont's Office - Mr. Sterling B. Donahoe for Mr. Ian D. MacLennan; and Mrs. Catherine S. Henley for Miss Mary E. Keough.

Director's Office

The Director
 Miss Gandy
 Miss Holmes

Mr. Tolson's Office

Mr. Tolson
 Mr. Clayton
 Mrs. Skillman
 Mrs. Brown

Mr. Belmont's Office

Mr. Belmont
 Mr. Donahoe
 Mrs. Henley
 Mrs. Williams

Mr. Mohr's Office

Mr. Mohr
 Mr. Hyde
 Miss Weber
 Miss Eggers

Mr. DeLoach's Office

Mr. DeLoach
 Miss Lurz

Mr. Sullivan's Office

Mr. Sizoo
 Miss Lewis

Identification badges for Mr. Donahoe and Mrs. Henley will be requested of OEP in place of badges formerly issued to Mr. MacLennan and Miss Keough.

RECOMMENDATION:

EX-105

REC-38

8 MAR 27 1962

If approved, a revised listing of Bureau relocatees to the Classified Relocation Site will be furnished by Liaison to OEP.

- 1 - Mr. Belmont
- 1 - Mr. Sullivan
- 1 - Liaison Section
- 1 - Buplans Unit

HMA:nck (5)

62 MAR 28 1962

FV

5. Con. Person

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 02-18-2011 BY 60324 uc baw/sab/clb

Tolson _____
 Belmont _____
 Mohr _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Malone _____
 Rosen _____
 Sullivan ☒ _____
 Tavel _____
 Trotter _____
 Tele. Room _____
 Holmes _____
 Gandy _____

ST TO : Mr. W. C. Sullivan

DATE: March 29, 1962

FROM : D. J. Brennan

SUBJECT:

~~DEFENSE PLANS -~~
~~PERSONNEL DESIGNATIONS~~
~~OFFICE OF EMERGENCY PLANNING~~
~~CLASSIFIED RELOCATION SITE~~

D. J. Brennan

66-17381-2660
 Memorandum from D.J. Brennan to Sullivan dated March 22, 1962, listed the Bureau's primary relocatees to the Office of Emergency Planning (OEP) Classified Relocation Site. A suggested new listing of Bureau relocatees to this site is set forth below, which includes a change of personnel from Mr. Sullivan's Office - Mrs. Lillian M. Liskey to replace Miss Lorena H. Lewis.

Director's Office

The Director
 Miss Gandy
 Miss Holmes

Mr. Tolson's Office

Mr. Tolson
 Mr. Clayton
 Mrs. Skillman
 Mrs. Brown

Mr. Belmont's Office

Mr. Belmont
 Mr. Donahoe
 Mrs. Henley
 Mrs. Williams

Mr. Mohr's Office

Mr. Mohr
 Mr. Hyde
 Miss Weber
 Miss Eggers

Mr. DeLoach's Office

Mr. DeLoach
 Miss Lurz

Mr. Sullivan's Office

Mr. Sizoo
 Mrs. Liskey

An identification badge to assure entry to the OEP site will be requested for Mrs. Liskey and the badge previously issued to Miss Lewis will be returned.

RECOMMENDATION:

If approved, a revised listing of Bureau relocatees to the Classified Relocation Site will be furnished by Liaison to OEP.

- 1 - Mr. Belmont
 1 - Mr. Sullivan
 1 - Liaison Section
 1 - Buplans Unit

HMA:nck (5)

EX-102

9 APR 2 1962

63 APR 6 1962

5 - Can/Drison

OBUPPLANS - EMERGENCY HQ QTS. For S.O.G.

UNITED STATES GOVERNMENT

Memorandum

Tolson _____
 Belmont _____
 Mohr _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Malone _____
 Rosen _____
 Sullivan _____
 Tavel _____
 Trotter _____
 Tele. Room _____
 Holmes _____
 Gandy _____

TO : Mr. W. C. Sullivan

DATE: March 29, 1962

FROM :

D. J. Brennan

SUBJECT:

DEFENSE PLANS -
 BRIEF OF BUREAU RELOCATION PLAN

Attached are revised pages to the above-captioned document. The original pages are for the Director's copy of the Brief.

Cover Page (reflecting current date)

Appendix C [] Office and Space Charts)
 Chart 4 (Tolson-Mohr and Director's Staff,
 Classroom No. 1)

b7E

RECOMMENDATION:

That copies of the Brief of Bureau Relocation Plan be amended by inserting the attached revised pages.

1 - Miss Holmes (with enclosures)
 1 - Mr. Belmont " "
 1 - Mr. Mohr " "
 1 - Mr. Tavel " "
 1 - Mr. DeLoach " "
 1 - Mr. Sullivan " "
 1 - Liaison Section " "
 1 - Mr. Anderson " "

Enclosures

HMA:nck (9)

NOT RECORDED

25 APR 3 1962

60 APR 4 1962

3/29/62

Medical Officer in Charge
United States Public Health
Service Outpatient Clinic
Department of Health, Education
and Welfare, South Building
Fourth and D Streets, Southwest
Washington 25, D. C.

Dear Sir:

[redacted] an employee of this Bureau,
is being referred to your clinic for the determination of
blood type and Rh factor.

You are authorized to bill the Federal Bureau of
Investigation \$7.00.

Very truly yours,

Personnel Officer

MEK:emv
(6)

1 - J. S. Johnson

NOTE: It was recommended and approved 12/30/55 per memo
entitled "War Plans - Blood Data" that employees on the
evacuation list at SOG whose blood types and factors are
unknown be typed and factored at USPHS at \$7.00 each. These
names are being furnished USPHS at its request in order that
it may prepare and submit voucher to Bureau for payment.

APR 10 1962

MAIL ROOM ☐ TELETYPE UNIT ☐

b6
b7c

EX-116
SEC-41

66-17381-2663
11 APR 5 1962

3
H12-10340

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. W. C. Sullivan *wcs*

DATE: April 5, 1962

FROM : D. J. Brennan *agb*

SUBJECT: DEFENSE PLANS -
PERSONNEL DESIGNATIONS
OFFICE OF EMERGENCY PLANNING
CLASSIFIED RELOCATION SITE

Memorandum from D.J. Brennan to Sullivan dated March 22, 1962, listed the Bureau's primary relocatees to the Office of Emergency Planning (OEP) Classified Relocation Site. A suggested new listing of Bureau relocatees to this site is set forth below, which includes a change of personnel from the Director's Office - Mrs. Erma D. Metcalf to replace Miss Edna M. Holmes.

Director's Office

The Director
 Miss Gandy
 Mrs. Metcalf

Mr. Tolson's Office

Mr. Tolson
 Mr. Clayton
 Mrs. Skillman
 Mrs. Brown

Mr. Belmont's Office

Mr. Belmont
 Mr. Donahoe
 Mrs. Henley
 Mrs. Williams

Mr. Mohr's Office

Mr. Mohr
 Mr. Hyde
 Miss Weber
 Miss Eggers

Mr. DeLoach's Office

Mr. DeLoach
 Miss Lurz

Mr. Sullivan's Office

Mr. Sizoo
 Mrs. Liskey

An identification badge to assure entry to the OEP site will be requested for Mrs. Metcalf and the badge previously issued to Miss Holmes will be returned.

RECOMMENDATION:

If approved, a revised listing of Bureau relocatees to the Classified Relocation Site will be furnished by Liaison to OEP.

- 1 - Mr. Belmont
- 1 - Mr. Sullivan
- 1 - Liaison Section
- 1 - Buplans Unit

HMA:nck (5)

66-17381-

62 APR 13 1962

Tolson
 Belmont
 Mohr
 Callahan
 Conrad
 DeLoach
 Evans
 Malone
 Rosen
 Sullivan
 Tavel
 Trotter
 Tele. Room
 Holmes
 Gandy

J. A. W. 2/28/62
D. J. Brennan

REC-15

66-17381-2664

11 APR 12 1962

RECEIVED-DECEMBER-1962

5-ant

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. W. C. Sullivan

DATE: April 10, 1962

FROM : Mr. J. A. Sizoo

SUBJECT: BUPLANS
USE OF

EMERGENCY HQTS.

FOR SOG.

Tolson	_____
Belmont	_____
Mohr	_____
DeLoach	_____
Evans	_____
Malone	_____
Rosen	_____
Sullivan	_____
Tavel	_____
Trotter	_____
Tele. Room	_____
Holmes	_____
Gandy	_____

Dr. [redacted] called you yesterday and inquired concerning the contemplated use of [redacted] by the Bureau. He said that an inquiry had been made by another Government agency asking if there was space available at [redacted] for the use of that agency in the event of an emergency. Dr. [redacted] inquired if the Bureau still felt in an emergency situation the full utilization of [redacted] facilities would be necessary by the Bureau. He was advised that the matter would be checked and he would be contacted.

The facilities at [redacted] are scheduled to be used by the Washington Field Office as relocation space in the event of an emergency. [redacted] is also the alternate relocation site of the Seat of Government. This matter has been considered and discussed with the Washington Field Office, and it is believed that the Bureau should continue to plan for the use of all available space at [redacted] in the event of an emergency. SAC Johnson, Washington Field Office, agrees that no space should be released at this time.

ACTION:

I called Dr. [redacted] this morning and advised him that we have given consideration to his request and it is our considered judgment that the full utilization of [redacted] space by the FBI would be necessary in the event of a national emergency. He said this was entirely satisfactory to him and he would advise the inquiring Government agency that all available space at [redacted] had already been committed for emergency use.

JAS:lm1

(5)

1 - Mr. Belmont

1 - Mr. Sullivan

1 - Mr. D. J. Brennan

1 - Mr. Anderson

RECEIVED DIRECTOR

REC-40

22 APR 13 1962

57 APR 17 1962

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. W. C. Sullivan

DATE: April 12, 1962

FROM : D. J. Brennan

SUBJECT:

DEFENSE PLANS
BRIEF OF BUREAU RELOCATION PLANAuxiliary Space for Sec

Attached are revised pages to the above-captioned document. The original pages are for the Director's copy of the Brief.

Cover Page (reflecting current date)

Appendix C [] Office and Space Charts)
Chart 4 (Tolson-Mohr and Director's Staff,
Classroom No. 1)
Chart 5 (Belmont-Sullivan, Classroom No. 2)

b7E

RECOMMENDATION:

That copies of the Brief of Bureau Relocation Plan be amended by inserting the attached revised pages.

- 1 - Miss Holmes
- 1 - Mr. Belmont
- 1 - Mr. Mohr
- 1 - Mr. Tavel
- 1 - Mr. DeLoach
- 1 - Mr. Sullivan
- 1 - Liaison Section
- 1 - Mr. Anderson

(with enclosures)

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HMA:nck (9)

Enclosures

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APR 15 2013

65 APR 19 1962

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11 APR 17 1962

E.B.I.

RECEIVED-DIRECTOR

Tolson _____

Belmont _____

Mohr _____

Callahan _____

Conrad _____

DeLoach _____

Evans _____

Malone _____

Rosen _____

Sullivan _____

Tavel _____

Trotter _____

Tele. Room _____

Holmes _____

Gandy _____

✓

Anderson

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Anderson

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UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED

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DATE 02-18-2011 BY 60324 uc baw/sab/clis

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 ont _____
 Conahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Malone _____
 Rosen _____
 Sullivan _____
 Tavel _____
 Trotter _____
 Tele. Room _____
 Holmes _____
 Gandy _____

TO : Mr. W. C. Sullivan

DATE: June 7, 1962

FROM : D.-J. Brennan

SUBJECT:

Emergency Headquarters
 DEFENSE PLANS
 BRIEF OF BUREAU RELOCATION PLAN *FOR S. G. Brennan*

Attached are revised pages to the above-captioned document. The original pages are for the Director's copy of the Brief.

Cover Page (reflecting current date)

Appendix B (Liaison Relocation Assignments)
 page 1.

RECOMMENDATION:

That copies of the Brief of Bureau Relocation Plan be amended by inserting the attached revised pages.

- 1 - Miss Holmes
- 1 - Mr. Belmont
- 1 - Mr. Mohr
- 1 - Mr. Tavel
- 1 - Mr. DeLoach
- 1 - Mr. Sullivan
- 1 - Liaison Section
- 1 - Mr. Anderson

(with enclosures)

" "

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HMA:nck (9)

Enclosures

66-17381-2673

REC-9174

EX-113

57 JUN 14 1962

JUN 12 1962

UNITED STATES GOVERNMENT

Memorandum

Tolson _____
 Belmont _____
 Mohr _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Malone _____
 Rosen _____
 Sullivan W.C.S.
 Tavel _____
 Trotter _____
 Tele. Room _____
 Holmes _____
 Gandy _____

TO : Mr. W. C. Sullivan *WC3 9-28* DATE: September 24, 1962FROM : D. J. Brennan *LJB*SUBJECT: DEFENSE PLANS -
BRIEF OF BUREAU RELOCATION PLAN

*Emergency W.C. Sullivan
 for S.O.C. Headquarters*

Attached are revised pages to the above captioned document. The original pages are for the Director's copy of the Brief.

Cover Page (reflecting current date)

Tab C - Charts 4, 5, 10, 11, and 12

The above charts have been revised to show changes in desk arrangement to conform with space available in the office (Chart 4), personnel changes (Chart 5), and changes in placement of equipment (Charts 10, 11, and 12).

RECOMMENDATION:

That copies of the Brief of Bureau Relocation Plan be amended by inserting the attached revised pages.

1 - Miss Holmes (with enclosures)
 1 - Mr. Belmont "
 1 - Mr. Mohr "
 1 - Mr. Tavel "
 1 - Mr. DeLoach "
 1 - Mr. Sullivan "
 1 - Liaison Section "
 1 - Mr. Anderson "

HMA:nck (9)

Enclosures

NOT RECORDED

12 OCT 3 1962

FBI - 102000
REC'D - 102000

265 51 5 35 10 25

63 OCT 3 1962

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 02-18-2011 BY 60324 uc baw/sab/cl

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 Conrad _____
 DeLoach _____
 Evans _____
 Malone _____
 Rosen _____
 Sullivan _____
 Tavel _____
 Trotter _____
 Tele. Room _____
 Holmes _____
 Gandy _____

TO : Mr. W. C. Sullivan

DATE: September 4, 1962

FROM : D. J. Brennan

SUBJECT: DEFENSE PLANS -
BRIEF OF BUREAU RELOCATION PLANEMERGENCY HEADQUARTERS
S. O. G.

Attached are revised pages to the above-captioned document. The original pages are for the Director's copy of the Brief.

Cover Page (reflecting current date)

Pages 1, 4, 5, 6, 7, and 15

Appendix B (Liaison Relocation Assignments)
page 1.

Changes eliminate any reference to mass evacuation from Washington which plan has been dropped by Civil Defense, - also shows
RECOMMENDATION: change in a relocation assignment. (Changes marked by brackets.)

That copies of the Brief of Bureau Relocation Plan be amended by inserting the attached revised pages.

1 - Miss Holmes
 1 - Mr. Belmont
 1 - Mr. Mohr
 1 - Mr. Tavel
 1 - Mr. DeLoach
 1 - Mr. Sullivan
 1 - Liaison Section
 1 - Mr. Anderson

(with enclosures)

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66-17381-

NOT RECORDED

5 SEP 6 1962

HMA:bjm (9)

Enclosures

SEP 31 5 03 PM '62

56 SEP 10 1962
 F146

5-Anderson
 [Signature]

SAC, [REDACTED]

10-3-62

DIRECTOR, FBI

PERSONAL ATTENTION

BUPLANS

Emergency Headquarters For S.O.G

b7E

Reference is made to Bureau letter dated July 31, 1958, in which certain information concerning the Special Agents Insurance Fund and the Charles S. Ross Fund was set out. Since, in accordance with Bureau instructions, these records are maintained at [REDACTED] this information is being directed to you for inclusion in the confidential records repository. There is contained herein a listing of all Bonds purchased for the Special Agents Insurance Fund and the Charles S. Ross Fund.

As of the close of business August 31, 1962, the Special Agents Insurance Fund maintained the following accounts:

<u>BANK</u>	<u>BOOK NUMBER</u>	<u>AMOUNT</u>
Alexandria National Bank	4128	\$ 8,949.51
American Savings & Loan Association	27982	8,382.64
American Security & Trust Company	55314	4,529.33
Bank of Maryland - Bowie Branch	B-1339	4,130.00
Capital City Savings & Loan Association	S-155937	4,369.20
Citizens Federal Savings & Loan Association	13	4,254.13
Columbia Federal Savings & Loan Association	P-1999	8,862.83
Enterprise Federal Savings & Loan Association	S-7749	3,791.21
Home Federal Savings & Loan Association	S-2454	4,180.72
Interstate Building Association	E-54-134	4,409.64
Liberty Savings & Loan Association	E-11715	4,414.64
Metropolis Building Association	8683	5,036.32
National Bank of Washington	L-33645-A	3,544.97
National Permanent Savings & Loan Assn.	38-470	4,476.64
Perpetual Building Association	122-1287	4,591.33
Prudential Building Association	12415	7,822.15
Riggs National Bank	F-48520	3,672.16
Union Trust Company	G-78683	8,775.37
Washington Permanent Building Assn.	34-273	4,621.90
TOTAL		\$102,814.84

56 OCT 9 1962
Tolson _____
Belmont _____
Mohr _____
Casper _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

1 - Mr. Gauthier

ECD:bmj
(4)

REC-37

66-17381-2696

19 OCT 4 1962

MAIL ROOM [] TELETYPE UNIT []

8 0
Letter to SAC,
Re: Euplans

b7E

BONDS - SPECIAL AGENTS INSURANCE FUND

<u>DATE</u>	<u>SERIES</u>	<u>BOND NUMBER</u>	<u>FULL VALUE</u>
2/56	J	V13548J	\$ 5,000
2/56	J	V13549J	5,000
2/56	J	V13550J	5,000
2/56	J	V13551J	5,000
2/56	J	V13552J	5,000
12/56	J	ML78727J	1,000
12/56	J	V13672J	5,000
12/56	J	V13673J	5,000
12/56	J	V13674J	5,000
12/56	J	V13675J	5,000
12/56	J	V13676J	5,000
12/56	J	V13677J	5,000
12/56	J	V13678J	5,000
12/56	J	V13679J	5,000
12/56	J	V13680J	5,000
10/59	H	M3723157H	1,000
10/59	H	M3723156H	1,000
10/59	H	V501736H	5,000
10/59	H	V501737H	5,000
10/59	H	V501738H	5,000
10/59	H	V501739H	5,000
10/59	H	V501740H	5,000
TOTAL			\$98,000

All Special Agents were members of the Special Agents Insurance Fund at the close of business August 31, 1962, with the following exceptions:

<u>NAME</u>	<u>OFFICE OF ASSIGNMENT</u>
O'Brien, John J.	New York
Sullivan, James V.	Baltimore

8 B

Letter to SAC,
Re: Euplans

b7E

As of the close of business August 31, 1962, the Charles S. Ross Fund maintained the following account:

<u>BANK</u>	<u>BOOK NUMBER</u>	<u>AMOUNT</u>
Enterprise Federal Savings & Loan Association	S-15-228	\$ 8,768.76

<u>DATE</u>	<u>SERIES</u>	<u>BOND NUMBER</u>	<u>FULL VALUE</u>
9/1/51	F	X472025F	\$ 10,000
9/1/51	F	X472024F	10,000
9/1/51	F	D711584F	500
9/1/51	F	D711583F	500
9/1/51	F	C1855039F	100
9/1/51	F	C1855038F	100
9/1/51	F	C1855037F	100
9/1/51	F	Q1240904F	25
9/1/51	F	Q1240903F	25
12/51	F	X472064F	10,000
12/51	F	V307150F	5,000
12/51	F	N1647498F	1,000
12/51	F	C1855359F	100
12/51	F	C1855358F	100
3/52	F	V307197F	5,000
3/52	F	N1804443F	1,000
3/52	F	D711800F	500
3/52	F	C1855594F	100
3/52	F	C1855595F	100
3/52	F	C1855596F	100
TOTAL			\$ 44,350

UNITED STATES GOVERNMENT

Memorandum

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 02-18-2011 BY 60324 uc baw/sab/clb

Tolson _____
 Belmont _____
 Mohr _____
 Casper _____
 Callahan _____
 Conrad _____
 DeLoach _____
 Evans _____
 Malone _____
 Rosen _____
 Sullivan _____
 Tavel _____
 Trotter _____
 Tele. Room _____
 Holmes _____

TO : Mr. Conrad

DATE: October 12, 1962

FROM : C. F. Downing

SUBJECT:

BUPLANS - COMMUNICATIONS.BUREAU RELOCATION SITEEMERGENCY HEADQUARTERS FOR S.O.B.

U. S. Army Interagency Communications Agency has forwarded seven copies of Interagency Communication System (ICS) Mobile Radiotelephone Subscribers List, dated October 15, 1962. This list supersedes ICS Mobile Radiotelephone Subscribers List dated August 1, 1962. The following distribution is being made separately:

Four copies Director's Office (one to be placed in the Director's automobile).

One copy to Mr. [REDACTED]

b7E

Two copies to Mr. Wherry, Communications Section

The above ICS Mobile Radiotelephone Subscribers List is to be retained in the small envelope attached inside the back cover of ICS 110 (D) Three-Channel Mobile Radiotelephone Service Manual.

ACTION:

All holders of ICS 110 (D) should confirm receipt of above-mentioned ICS Mobile Radiotelephone Subscribers List by routing slip and return superseded list, attention Cryptanalysis-Translation Section.

- 1 - Director's Office (Attention: Miss Holmes)
 1 - Mr. [REDACTED] (Personal Attention)
 1 - Mr. Wherry

GTB:mmg

(9)

REC-31

5 OCT 18 1962

EX-113

58 OCT 23 1962